



CONCORDIA CENTRAIDE CAMPAIGN SIGN UP SHEET AND PERMISSION FORM

This combined sign-up sheet and permission form is for ambassadors to Concordia's Centraide campaign to sign-up for events and to have their supervisors approve their leave from their employment responsibilities for the allotted time, if it is necessary.

- Please note that the ambassador needs to be at the event during the time indicated and will require a 30 minute grace period before and after the shift for travelling to and from the event and in case of set-up or clean-up of the event.

If you have any questions please call Andrea Renaud at extension 5895 or contact her by email at andrea.renaud@concordia.ca. Return the form via email to the same address or by internal mail to GM 801.51.

Name:

email:

tel #:

I, _____ give the above named employee the permission to work at
(Manager's name)
 the following event(s) to benefit Concordia's 40th Centraide campaign.

Please highlight the shift and the events that you would like to volunteer at:

Date	Event	Event time	
		shift 1	shift 2
October-16	Information table in the EV selling raffle tickets, 50/50 tickets and handing out pledge sheets / advertise the Pasta lunches and other events	12:00-1:00pm	1:00-2:00pm
	Information table in the SP selling raffle tickets, 50/50 tickets and handing out pledge sheets / advertise the Pasta lunches and other events	12:00-1:00pm	1:00-2:00pm
October-21	Selling Samosas- pre-order by the dozen (EV)	12:00-1:00pm	1:00-2:00pm
	Selling Samosas- pre-order by the dozen (LB)	12:00-1:00pm	1:00-2:00pm
	Selling Samosas- pre-order by the dozen (SP)	12:00-1:00pm	1:00-2:00pm

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October-23	Information table in the MB selling raffle tickets, 50/50 tickets	12:00-1:00pm	1:00-2:00pm
	Information table in the AD selling raffle tickets, 50/50 tickets	12:00-1:00pm	1:00-2:00pm
October-30	EV pasta lunch, table with raffle and 50/50 tickets	11:30-2:00pm	
	Information table in the LB selling raffle tickets, 50/50 tickets	12:00-1:00pm	1:00-2:00pm
November-03	Campus wide bake sale table in the EV	11:00am-12:30pm	12:30-2:00pm
	Campus wide bake sale table in the LB	11:00am-12:30pm	12:30-2:00pm
	Campus wide bake sale table in the FB	11:00am-12:30pm	12:30-2:00pm
	Campus wide bake sale table in the SP	11:00am-12:30pm	12:30-2:00pm
	Campus wide bake sale table in the AD	11:00am-12:30pm	12:30-2:00pm
	Campus wide bake sale table in the MB	11:00am-12:30pm	12:30-2:00pm
	Campus wide bake sale table in the PERFORM centre	11:00am-12:30pm	12:30-2:00pm
November-05	Information table in the GM selling raffle tickets, 50/50 tickets and handing out pledge sheets / advertise the Pasta lunches and other events	12:00-1:00pm	1:00-2:00pm
November 12	Lunchtime concert - DB Clarke theatre	12:00-1:00pm	
November-13	Loyola (RF) Pasta lunch, table with raffle and 50/50 tickets	11:30-2:00pm	
November-19	Information table in the FB selling raffle tickets, 50/50 tickets and handing out pledge sheets / advertise the Pasta lunches and other events	12:00-1:00pm	1:00-2:00pm
November-20	LB pasta lunch	11:30-2:00pm	
November 28	Closing Thank you coffee and cake event (dedicated bus to bring people from Loyola)	4:00-5:00pm	N/A
Undated event			
	Centraide cup - hockey challenge with Con U and McGill		

Thank you for your help and cooperation!