



**Questions, Comments, Concerns?**  
 Please call **Leadership and Service** at  
 309-438-7346 or email  
[Leadership.Service@ilstu.edu](mailto:Leadership.Service@ilstu.edu)

**Bring It Back to Normal:  
 Illinois State University's Day of Service to Thank the Community  
 Job Request Form  
 April 21<sup>st</sup>, 2012**

Resident Name: \_\_\_\_\_  
 Work Site Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_  
 Best Time to Contact: \_\_\_\_\_

**JOB DESCRIPTION:**

Please indicate job(s) to be performed and describe specifically in space below.

**Inside Jobs**

- Washing Windows (# of windows \_\_\_\_\_)
- Cleaning/Sweeping
- Painting
- Organization
- Moving boxes/furniture
- Other (describe):

\_\_\_\_\_  
 \_\_\_\_\_

**Outside Jobs**

- Moving dirt
- Planting or gardening
- Raking leaves
- Trimming trees/hedges/mowing
- Painting
- Other (describe):

\_\_\_\_\_  
 \_\_\_\_\_

Please indicate a detailed description of the requested job(s).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify I am the owner, or have obtained approval from the owner, of the jobsite and approve the above requested projects. I understand this is only a job request, and all job requests must be reviewed and approved by the Bring It Back to Normal committee for requests to become official projects. The final steps of approving projects are site visits. I understand I will be contacted to set up a time for a site visit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed job request form no later than **April 2<sup>nd</sup>, 2012.**

Email completed forms to: [Leadership.Service@ilstu.edu](mailto:Leadership.Service@ilstu.edu)

Mail completed forms to: Leadership & Service Unit  
 Campus Box 3090  
 Normal, IL 61790-3090

Drop off completed forms to: Leadership & Service Unit, located on the 2<sup>nd</sup> floor of the Bone Student Center, next to the ISU Credit Union. (Mon-Thu 8am-5pm, Fri 8am-4:30pm)

**OFFICE USE ONLY**  
 Date: \_\_\_\_\_  
 Rec'd by: \_\_\_\_\_