



**Volunteering EMPLOYER'S JOB CONFIRMATION SHEET**

This sheet needs to be filled out when the student and employer agree to work together. Leave this with your Volunteering Employer as a reminder of the Career Study Week and that you are coming!

**Student Name, First and Last:** \_\_\_\_\_

**Student's Phone Number:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Employer or Supervisor, First name AND Last name:** \_\_\_\_\_

**Name of Business:**  
\_\_\_\_\_

Deciding days, Dates and Times NOW is the cleanest way to go. If the Volunteering Employer agrees to take the SBMS student for the Career Study Week, but is unable to decide upon the specific dates and hours now, the student will call the first week of November to solidify the schedule with the employer.

Thank you for agreeing to take this intern. You will be getting a follow up letter from Santa Barbara Middle School the end of October.

Please shoot for 5 days of work (out of the following 8) with 5-6 hours per day.

**Days & Hours:**  
(Remember to not schedule any other appointments during these work hours.)

*The student will call in early November to confirm work dates and hours.*

<u>Date</u>	<u>Time/Hours</u>
<b>Wednesday, November</b> _____ :	_____ - _____
<b>Thursday, November</b> _____ :	_____ - _____
<b>Friday, November</b> _____ :	_____ - _____
<b>Saturday, November</b> _____ :	_____ - _____
<b>Sunday, November</b> _____ :	_____ - _____
<b>Monday, November</b> _____ :	_____ - _____
<b>Tuesday, November</b> _____ :	_____ - _____
<b>Wednesday, November</b> _____ :	_____ - _____