Klarstig

Administration Government & Public Administration Volunteer Referral

Introduce a person or organization to an appropriate service or contact. Explain the reason for the introduction and confirm permission to share the details.

Contact and reference

Organization using this document

Your name or contact reference *

Email for a reply if needed

Information for this document

Person or organization being referred *

Receiving service or contact *

Reason for referral *

Relevant needs and expected support *

Permission to share the stated information *

- ☐ Permission confirmed
- ☐ Permission still needed
- ☐ No personal details are being shared

Permitted contact details for the referred party

Timing or availability constraints

Specific details

Volunteer role or area of interest

Complete when relevant to this request.

Availability relevant skills support needed and practical arrangements

Operating context

Public body service and case reference

Complete when relevant to this request.

Published procedure deadline and authorized receiving team

Team specific details

Administrative record owner or reference

Complete when relevant to this request.

Filing handover and record handling requirements

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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