Klarstig

# Volunteer Management Sports & Recreation Customer Referral

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

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**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Person or organization being referred ***
Maple Street Community Center

**Receiving service or contact ***
Operations

**Reason for referral ***
(Free-text answer - not filled in for this example)

**Relevant needs and expected support ***
(Free-text answer - not filled in for this example)

**Permission to share the stated information ***
Permission still needed

**Permitted contact details for the referred party**
(Short answer - not filled in for this example)

**Timing or availability constraints**
(Short answer - not filled in for this example)

## Specific details

**Customer relationship or transaction reference**
Complete when relevant to this request.
REF-2026-0150

### Product service or interaction that explains this request

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## Operating context

### Activity venue team or session

Complete when relevant to this request.

Operations

### Capacity equipment supervision schedule and participant arrangements

(Free-text answer - not filled in for this example)

## Team specific details

### Volunteer role coordinator and planned activity

Complete when relevant to this request.

Program coordinator

### Availability orientation supervision support and hours recording

(Free-text answer - not filled in for this example)

## 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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