# Volunteer Application

## General Information

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (Volunteers must be at least 18 years of age):</td>
<td></td>
</tr>
<tr>
<td>How did you hear about us?</td>
<td></td>
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</tbody>
</table>

## Availability

- [ ] Weekday mornings
- [ ] Weekday afternoons
- [ ] Weekday evenings
- [ ] Weekend mornings
- [ ] Weekend afternoons
- [ ] Weekend evenings

How many hours per month can you commit to volunteering?

- [ ] Less than 5
- [ ] 6 to 19
- [ ] 20 to 39
- [ ] 40+

## Special Skills

Please summarize any special skills you have gained through school, work, volunteering, or hobbies (e.g., grant writing, accounting, public relations, event planning, graphic design, etc.).

## Volunteer Experience

Do you have any previous volunteer experience?

- [ ] Yes (Please explain below)
- [ ] No

The following questions help us assess your experience. You do not need experience in all of these areas to be a volunteer.

Have you ever [xxxx]

- [ ] Yes
- [ ] No

If yes, [xxxx]

Do you have experience with any of the following? (Please check all that apply.)

- [ ] [xxxx]
- [ ] [xxxx]
- [ ] [xxxx]
- [ ] [xxxx]
- [ ] [xxxx]
- [ ] Other – Please explain:

## Special Skills

**Please indicate the areas in which you’re interested in volunteering:**

- **Administration:** Support day-to-day office operations. Requires computer and administrative skills and interaction.
- **Retail:** Support day-to-day retail operations and merchandise sales.
- **Facilities:** Support day-to-day facilities operations, ensuring a safe, clean environment for staff and visitors. Requires maintenance and cleaning.
- **Events:** Performing set-up and tear-down and answering questions. Requires interaction with the public, familiarity with our policies and procedures, and some heavy lifting (up to 25 lbs.).
- **Fundraisers:** Help identify, plan, and execute fundraising opportunities. Requires prior event planning experience and significant interaction with vendors and the public.
- **Transport:** Must have a valid Driver License and provide proof of insurance.
- **Social Media:** Sourcing and posting content on Facebook, Twitter, Instagram.
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Special Skills (continued)

☐ Photography: Take professional-quality, digital photographs for use in promotional materials. Some experience required. Must have camera equipment.

☐ Writing: Copywriting for marketing and promotional materials and website content. Blogs/articles for [xxx]. Grant writing for nonprofits and familiarity with guidelines. Some experience required.

☐ Other:

Emergency Contact Information

Name: [Blank]

Relationship: [Blank]

Mobile Phone: [Blank] Home Phone: [Blank]

Email Address: [Blank]

Agreement & Signature

I certify that the information provided is true and complete. I understand [organization], at its sole discretion, reserves the right to refuse any applicant for any or no reason.

Signature Date

Please send your application to: [Active hyperlink to email address]