



Volunteer Information Form

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Name: _____ Date: _____

Address: _____

Permanent Address: _____

Phone: _____ Cell: _____ E-mail: _____

What are your interests at the center?

Computer Class facilitator___ Dressing Room___ Retail Training Center___

Computer tutoring___ One time projects___ Math help___

Fundraising projects___ Technical Support___ Marketing___

Other (please specify)_____

Are you willing to teach or assist in a computer class? If so, please indicate what programs you are comfortable tutoring in:

Word___ Internet___ Windows___ Excel___ Publisher___ Other:_____

Hours Available: Monday Tuesday Wednesday Thursday Friday

(Mon to Fri 8:30—4:00)

I am available from: (month/year) ____/____ to ____/____

- Retail Training Center

Volunteers Needed:

Operating the Boutique/Sales/Supervising_____

Teach a workshop for our students_____

Develop business relationships_____

Marketing_____

Other talents you are hoping to share with this brand new program?



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References: (Name, Title, Organization, Phone, Email)

- 1. _____

- 2. _____

Reference Checks: (Skills Rated on scale of 1 - 5)

1. Name _____ Date _____

Dependable _____ Punctual _____

Communication skills _____ Shows initiative _____

Keeps co-workers and supervisor informed _____ Attention to detail _____

Other Comments: _____

2. Name _____ Date _____

Dependable _____ Punctual _____

Communication skills _____ Shows initiative _____

Keeps co-workers and supervisor informed _____ Attention to detail _____

Other Comments: _____

Confidentiality Agreement Signed: Yes No

Marketing Release Permission: May we use your name and/or a photograph for our publications, such as our bi-annual newsletters, or agency brochures? Yes No

_____/_____/_____
Signature of Acceptance Date

WOC Staff Initials _____/_____/_____