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**Volunteer Information Form**

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_

Primary Categories for volunteering (descriptions at bottom of page)

\_\_\_\_\_Administrative \_\_\_\_\_Technology \_\_\_\_Artistic/Aesthetic/Exhibitions

\_\_\_\_\_Education \_\_\_\_\_ Public Relations \_\_\_\_General/Special Projects

Identify skills you have that may help The Artists Gallery and VBAC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Hours per Week or Month/Time Frame (i.e., 2x month, mornings are best)

|  |  |  |
| --- | --- | --- |
| Weekly (Describe: once a week/ two times, etc.) | Monthly (Describe: twice a month? Indicate days | Special projects – Call when needed for special projects |
|  |  |  |

How did you hear about this opportunity?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list 2 references on the back of this form (Name, phone number, relationship to you)

Are you interested in a Volunteer leadership role? Yes\_\_\_ No\_\_\_

Volunteer opportunities for VBAC/Artists Gallery – sample opportunities for volunteers

|  |  |  |
| --- | --- | --- |
| **Administrative (examples)**  Receptionist duties/front desk  Entering classes  Tracking donations  Tracking supplies | **Technology**  Webmaster  Social media  Data entry  Twitter/Instagram | **Education**  Docent-led art talks  Art Talk Coordinator-recruit groups  Greeter  Recruit artists and teachers |
| **Public Relations**  Greeters for Center and Gallery  Assist with community events  Promotion of VABC events and programs | **Artistic/Aesthetic/Exhibitions**  Assist with art exhibitions (signage, hanging, etc.)  Plan and assist with receptions  Assistance with Gallery appearance | **General/Special Projects**  Organize storeroom  Assist with community and fundraising programs  Hospitality at special events |

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_