

Women of Wisdom Volunteer Candidate Information

Date _____

Name _____ Phone (Day) _____

Address _____ (Eve) _____

_____ Best time to call: _____

E-Mail _____

What aspects of Women of Wisdom interest you? _____

How would you like to help Women of Wisdom as a volunteer? _____

What do you hope to accomplish as a volunteer? _____

Below are examples of positions filled by volunteers. Please indicate experience / interests levels

Please √ Experience Level				Work
Lots	Some	Train Me!	Prefer not to do	
				Pre – gathering – Office Assistance
				Phones
				Computers
				- Data Entry
				- Excel spreadsheets
				- Word processing
				General Office Work:
				Photocopying
				Organizing/Filing
				Assemble Mailings
				Event Day:
				Registration
				Packing and moving supplies
				Concessions/ Kitchen
				Facilities set up/Clean up

WORK DESCRIPTIONS:

Pre-gathering Office Assistance Feb. 5 – 9th:

Limited spots available

Computer work - input of registrations, data base, word processing, graphics, checking phones, etc.

General Office work: photocopying, sign making, ticket making,

Day of the event assistance:

Registration: Customer service at the registration desk before the gathering. Registering people, signing people in.

Packing and moving event supplies

Facilities Set up/clean up: Just before & after the event: General set up & decorating, and break down & clean up.

Concessions/Kitchen: Prepare, set up and serve good food

What other skills, talents, abilities and strengths would you like to share? _____

Have you previously volunteered with WOW? _____ With other organizations? _____

In what capacity? _____

Do you have any physical limitations or other special needs we need to know about?

AVAILABILITY: please indicate your availability to work in the charts below.

Pre – event availability:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

Day of the event:

I would like to work in the morning

I would like to work 2 hours in the afternoon

I would like to work 2 hours in the evening

Thank you for your interest in volunteering for Women of Wisdom. Our work could not happen without the generosity of dedicated volunteers. We appreciate and value your commitment.

Please mail to: Women of Wisdom Foundation
PO Box 30043
Seattle WA 98113

