

# *Women of Wisdom Volunteer Candidate Application*

*Date* \_\_\_\_\_

Name \_\_\_\_\_ Phone (Day) \_\_\_\_\_

Address \_\_\_\_\_ (Eve) \_\_\_\_\_

\_\_\_\_\_ Best time to call: \_\_\_\_\_

E-Mail \_\_\_\_\_

Why are you interested in being a Women of Wisdom volunteer? \_\_\_\_\_

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What do you hope to accomplish as a volunteer? \_\_\_\_\_

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Would you be willing to volunteer throughout the year and/or be part of next year's Conference Planning Committee? \_\_\_\_\_

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If yes:                      Weekly\_\_\_\_\_      Monthly\_\_\_\_\_      Occasionally\_\_\_\_\_      Special Events\_\_\_\_\_

*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	
				<b>Pre – conference – Registration staff*</b>
				Customer Service - Phones
				Computers
				- Data Entry
				- Excel spreadsheets
				- Word processing
				<b>General Office Work:</b>
				Photocopying
				Organizing/Filing
				Assemble Mailings
				<b>Conference Week</b>
				<b>Registration Desk Staff*</b>
				Evening Ticket Sales
				Concessions/ Kitchen
				Facilities set up/Clean up

## **WORK DESCRIPTIONS:**

**Pre-conference Registration Staff:** Computer work (input of registrations, data base, word processing, graphics, etc.) customer service work on phones,

**General Office work:** photocopying, sign making, ticket making, assembling mailings

**Registration Staff:** Customer service at the registration desk during the conference, answer questions, takes new registrations; create workshop tickets, handle money, data entry. People who are trained in pre-conference registration usually fill this role.

**Evening ticket sales:** Selling tickets, taking tickets at the door, handing out programs

**Facilities Set up/clean up:** Just before & after the conference: General set up & decorating, and break down & clean up. During the conference: Set up and clean up of workshop spaces

**Concessions/snacks:** Set up and monitor snack table

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?

How many hours per shift would you be available? \_\_\_\_\_

**AVAILABILITY: please indicate your availability to work in the charts below.  
(Pre-Conference)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

**(During Conference)**

	Friday	Saturday	Sunday	Monday
Morning				
Afternoon				
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.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please mail to:

Women of Wisdom Foundation  
Volunteer Coordinator  
PO BOX 30043  
Seattle, WA 98113  
Or email to: [wow@womenofwisdom.org](mailto:wow@womenofwisdom.org)

