

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 – conference – Registration staff*
				Customer Service - Phones
				Computers
				- Data Entry
				- Excel spreadsheets
				- Word processing
				General Office Work:
				Photocopying
				Organizing/Filing
				Assemble Mailings
				Conference Week
				Registration Desk Staff*
				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. 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.

General Office work: Pre-conference assistance - photocopying, sign making, ticket making, assembling mailings

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, help set up banquet, etc.

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?

PRE-CONFERENCE AVAILABILITY: please indicate your availability in the chart below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

CONFERENCE AVAILABILITY: please indicate your availability in the chart below.

	Thursday	Friday	Saturday	Sunday	Monday
Morning					
Afternoon					
Evening					

Daily _____ Weekly _____ Monthly _____ Occasionally _____ Special Events _____

How many hours per shift would you be available? _____

Please include your registration form with your workshop selections and any payment you are making towards your fee. Remember to indicate the priority order of the workshops on your registration form.

Signature

Date

Please mail to:
Women of Wisdom Foundation
Volunteer Coordinator
PO BOX 30043
Seattle, WA 98113
Or email to: volunteer_wow@yahoo.com

