

# Volunteer Application

If you have not yet scheduled a meeting with the Volunteer Coordinator, what time(s) would you be available for a 30 minute orientation session?

What is the best time to reach you by phone?

The Women's Center welcomes all prospective volunteers. We want you to have a rewarding and positive volunteer experience, and your answers to the following questions will help us match your interests and skills with the projects and services of the Women's Center. Other than your name and contact information all questions are optional.

Today's date: \_\_\_\_\_

Your name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail account (if you use e-mail regularly): \_\_\_\_\_

Local address: \_\_\_\_\_

\_\_\_\_\_

Permanent address: \_\_\_\_\_

\_\_\_\_\_

Birthday:      Month: \_\_\_\_\_ Day: \_\_\_\_\_

Are you a:      \_\_\_\_\_ UNL student      \_\_\_\_\_ high school student      \_\_\_\_\_ community member

If you are a UNL student, what is your:      year in school \_\_\_\_\_  
major(s) and minor(s) \_\_\_\_\_  
\_\_\_\_\_

If you are volunteering at the Women's Center to fulfill a course requirement, provide the following information:

Course title: \_\_\_\_\_

Instructor: \_\_\_\_\_ # of hours required: \_\_\_\_\_

Volunteers generally work one or two hours every week at a regular, pre-arranged time. Approximately what days of the week and what times would you be available to volunteer? If you would prefer a different arrangement please describe:

Are you interested in being put on our "on call" volunteer list? (These are volunteers we call when we need extra help with a project.)

How did you find out about the Women's Center?

Why do you want to be a volunteer here?

What kind of projects or issues are you especially interested in working on as a volunteer?

Which of your skills are you most interested in using in your volunteer experience at the Women's Center?

The following is a description of tasks that Women's Center volunteers often do. On a 1 to 4 scale, please list your comfort level with each task.

1 = comfortable      2 = willing to try      3 = hesitant      4 = "don't even ask me"

\_\_\_ Answering the phone

\_\_\_ Helping address and sort flyers, etc. for mailing projects

\_\_\_ Posting flyers on bulletin boards throughout campus

\_\_\_ Running errands (taking an order to the copy center, for example)

\_\_\_ Helping keep the office neat (removing clutter from tables, dusting, etc.)

\_\_\_ Making a poster, sign or banner

\_\_\_ Public speaking

\_\_\_ Working with spreadsheets/databases

\_\_\_ Using Publisher or other graphics program

\_\_\_ Making documents with Microsoft Word

\_\_\_ Using the Internet

\_\_\_ Using Blackboard

**To be filled out after volunteer orientation**

**Date of orientation:** \_\_\_\_\_

**Assignments:** \_\_\_\_\_

**Schedule:** \_\_\_\_\_

**Confidentiality briefing/confidentiality statement signed?** \_\_\_\_\_