

Thank you for your interest in volunteering with **Arts for the Aging**. We have a small staff and can use your help! Please answer the following questions and we will keep you updated on volunteer opportunities and special events. Check back with us periodically, especially if your availability changes. We look forward to seeing you!

## AFTA VOLUNTEER INFORMATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_

1. Geographical Area:
 

<input type="checkbox"/> DC	<input type="checkbox"/> Northern Virginia
<input type="checkbox"/> Baltimore	<input type="checkbox"/> Maryland
  
2. What is your level of availability?
 

<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
<input type="checkbox"/> As needed	<input type="checkbox"/> Based on location
  
3. Can you provide your own transportation? \_\_\_\_\_
  
4. When can you volunteer?

The AFTA office is open Monday – Friday, 9am-5:30pm

	Weekdays	Weekends (EVENTS only)
Morning		
Afternoons		
Evening		

5. Please select your areas of experience and skill:  
(Please attach your Resume or CV)
  - a.  Computer software and programming
  - b.  Marketing, PR & Communications
  - c.  Web Design & web based programs
  - d.  Event Organization & Planning
  - e.  Visual Arts & Design
  - f.  Administration

- g.  Fundraising
- h.  Database Management
- i.  Executive Management
- j.  other: \_\_\_\_\_

5-b. Years of experience:

- some experience
- 1-3 years
- 4-6 years
- 7-10 years
- 10+ years

6. Special Skills / Interests

Foreign Language

- Spanish
- French
- Other: \_\_\_\_\_

7. Please select the areas you would be comfortable volunteering in:

a. Computers

- Data entry
- Typing
- Marketing & Design

b. Office

- Envelope stuffing
- Filing
- Miscellaneous Office work

c. Communication

- Donor thank you calls
- Web design
- Public profile maintenance

d. Event related

Generally includes:

- Event mailings / pre-production
- Setup and break down of event
- Checking-in / Greeting guests
- Runners
- Passing out/providing information on event and/or AFTA
- All or any of the above

e. Programming

- Providing hands on assistance with arts programs
- Assisting with evaluation of programming (including surveying participants, taking notes, etc)

Comments:

8. Resume Attached?

Yes

No

9. Have you ever been convicted of a crime/felony?

Yes

No