



GAY CITY VOLUNTEER CREW

Date: _____

VOLUNTEER INFORMATION FORM

Full Name _____ Phone _____

Email _____

Mailing Address _____

(Please place a check mark by your preferred method of contact.)

Emergency Contact (name & no.) _____

How did you hear about Gay City? _____

What is your reason for volunteering with Gay City? _____

Have you volunteered with Gay City before? Yes No

Other volunteer experience? Yes No Where? _____

What did you like **most** about your last volunteer experience? _____

What did you like **least** about your last volunteer experience? _____

How often are you interested in volunteering? Monthly Weekly Event

Number of hours per week/month you want to volunteer _____

Availability: Please indicate your available hours to volunteer (days and times).

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday

What special needs (that might affect your ability to volunteer) would you like us to accommodate?

Describe _____

Please submit this form in person during our office hours or anytime by fax and allow up to 10 business days for a response. Fax #: (206) 860-0195



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How would you like to help?

- Street/Outreach Crew:** Distribute flyers and posters at various LGBT venues, promoting Gay City programs and upcoming events, staffing Gay City information tables at community events.
- Special Events Committee:** Plan and implement Gay City fundraising events.
- Special Event Crew Volunteer:** Available for staffing of Gay City special events.
- Bulk Mail Crew:** Work with other Crew members to label/sort our monthly/special mailings.
- *Administrative Crew:** Work directly with staff members to provide administrative assistance, clerical services, data entry, event support, etc. MS Office experience (Word, Excel, Access, etc.) is preferred.
- *Data Entry Assistant (Wellness Center):** Work directly with staff and other volunteers to enter client charts into our database. Computer literacy is required for this position.
- *Receptionist (Wellness Center):** Prepare charts for testing, answer phones, make appointments, etc. This position requires excellent communication, organizational, and professional skills.
- *LGBT Library and Resource & Referral Line (Wellness Center):** Answer referral calls and connect callers to appropriate resources, manage data, and update resource directories. Check books in and out of card catalog software; shelve returned books, process book donations.

**Indicates additional required trainings and/or minimum time commitment.*

Skills & Knowledge to Share:

What are your special skills? What languages do you speak? Which LGBTQ causes or parts of the community are you most passionate about? (E.g. recovery/addiction, HIV, gay seniors, etc)

Gay City believes in empowering community members and developing leaders. What kinds of change do you personally want to create in our community?

By completing and signing this form, I consent to a Washington state background check and acknowledge that I will be added to Gay City's mailing list and email updates.

Signature: _____

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