



1130 NW 85<sup>th</sup> Street Seattle, Washington 98117  
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## Volunteering with Page Ahead

Please answer the following questions and return this form to us. Once we've received your completed form, we will call you to discuss ways in which you can work with Page Ahead. We appreciate your interest and look forward to developing a stimulating and beneficial volunteer relationship.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (        ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone: (        ) \_\_\_\_\_ Employer: \_\_\_\_\_

Emergency: (        ) \_\_\_\_\_ Name/relationship: \_\_\_\_\_

### How did you learn of volunteer opportunities with Page Ahead?

**Availability:** Please indicate the days and times you are available. Please note: most volunteer opportunities are during business hours.

	Mornings	Afternoons	Evenings
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Weekends			

What kind of commitment are you looking to make (hours per week)? \_\_\_\_\_

**Volunteer Jobs:** Please indicate all the areas in which you are interested in volunteering.

**Administrative/Office**

- Bulk mailings
- Copying
- Correspondence
- Assemble Program Materials
- Organize Filing Systems

**Books**

- Count and Sort Donated Books
- Prepare Book Allocations
- Expand Book Order List
- Organize a Book Drive

**Computer Work**

- Data Entry
- Graphic Design/ Page Layout
- Website Design/ Maintenance

**Special Events**

- Coordinating Special Events
- Staffing Special Events

**Other**

- Develop Reading Activities
- Present Literacy Workshops
- Classroom Storytimes

**Board of Directors**

- Board Membership (mtgs: 2nd Thursday of each month)
- Committee Membership including Events and Program, (mtgs vary, usually during business hours)

**Experience and Interests:** Please describe your educational/professional/volunteer experience.

Please circle programs in which you are comfortable using:

Word          Excel          Access          Illustrator          InDesign          Photoshop

Dreamweaver          Network Support          Other (please specify): \_\_\_\_\_

Do you have a computer available to you?    Yes                  No

Are there any skills you are interested in developing through volunteering with Page Ahead?

What appeals to you about the Page Ahead program?

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**Office use:**

Date volunteer contacted: \_\_\_\_\_ Outcome: \_\_\_\_\_

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Date started volunteering: \_\_\_\_\_

Date ended volunteering: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_