

SAMPLE 14

VOLUNTEER PROFILE

Name: _____

Address: _____

Home Phone: (____) _____ Best time to call: _____

Work Phone: (____) _____ Best time to call: _____

Cell Phone: (____) _____ Best time to call: _____

E-mail: _____

Occupation: _____ Date of birth: _____

Employer/school: _____

Who should we call in case of an emergency?

Name: _____

Phone: (____) _____ Relationship: _____

1. Availability

a) How many hours per week can you contribute to the program? _____

b) When are you available?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Lunch							
Afternoon							
Night Shift							

c) Any dates not available (e.g., holidays): _____

d) Commitment for this year: _____

2. Relevant Experience

a) Please list any previous volunteer experience: _____

b) Please list any previous employment experience: _____

SAMPLE 14—CONTINUED

C) Briefly describe hobbies, interests, clubs, or activities that you enjoy: _____

3. Goals

a) Briefly describe why you offered to volunteer in this organization (for example, community involvement, further work experience, concern for this cause, enjoy being with people like [name]):

b) Do you have specific achievement goals that you plan to accomplish through this volunteer experience? _____

4. Appropriate tasks

a) Which of these areas are you interested in? (Check all that apply.)

- Newsletter committee
- Fundraising
- Advertising
- Develop web site
- Other specific areas

b) Are there any tasks you do not want to do? _____

Recognizing Success

You can use the goals you set to help you determine whether you reached the desired objectives. You can also watch for longer-term positive results by being alert for the following:

- ✓ People are smiling as they leave.
- ✓ Your event is mentioned—in a positive way—in the paper in the morning.
- ✓ People mention to you that they heard about your event.
- ✓ You get an increase in calls and/or visits.
- ✓ People signed the guest book to get on your mailing list or filled out a pledge card at the event.
- ✓ You feel that the community has a better understanding of who you are.
- ✓ Participants send thank-you notes.
- ✓ People ask you whether you plan to have the event again next year.

When the dust begins to settle and you have recovered from the stress, take more time to evaluate your event. Learning from this one can help you run the next one more smoothly. Here are some of the questions that you—and your special events committee—can ask as you evaluate:

- ✓ Did we meet the goals we set in the beginning?
- ✓ What kind of publicity did we get?
- ✓ How many new people did we reach?
- ✓ What was our per-plate (or per-participant) cost?
- ✓ Did we raise any money?

Gee, thanks for letting me stay home.

Here's my contribution to ensure that I will be invited NOT to attend again next year!

- \$15 I will not attend.
- \$25 Neither I nor my companion will attend.
- \$50 No member of my family will attend.
- \$100 I will keep the neighbor away.
- \$250 I will keep my politician away.
- \$____ I will have my own party and send you the proceeds.