

Volunteer Application



Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	<input type="radio"/> Preferred Contact
Work Phone	<input type="radio"/> Preferred Contact
E-Mail Address	<input checked="" type="radio"/> Preferred Contact

Availability

During which hours are you available for volunteer assignments?

- Weekdays Weekends Days Nights

Interests

Please check the boxes below that interest you. We will contact you about your interests.

- Database entry

Purpose: Aid efficiency and organized related data

Responsibilities: Create Excel spreadsheets with current and future member information, research members, update member mailing addresses/e-mail addresses, and update donor information

- Office Clerk

Purpose: To help meet mailing deadlines, keep records current/easy to find

Responsibilities: Create mailings for specific events, fundraising and member appreciation

- Membership Table Clerk

Purpose: Interact with community and showing cost savings of becoming a member

Responsibilities: To attain new members, new email addresses, sell Hoover biographies, and provide information on Hoover

- Reception and Events Hosting Coordinator

Purpose: To help grow, expand awareness, create a sense of community and family with current members, and to encourage new members to join

Responsibilities: To help with reception layout, food layout, serve beverages; create a fun environment for guests and assigned duties (includes Hoover's Hometown Days)

Please print and mail or fax this document to the address below. Or, save and email to:
Ryan.Johnson@HooverAssociation.org.

