

**VOLUNTEER APPLICATION**

Date (dd/mm/yyyy):	
Name:	
Address:	
City/Prov:	Postal Code:
Email:	
Ph:	Cell:

Which areas are you interested in?  
 Check all that apply, descriptions found on page 2

- Gallery 2 Gift Shop
- Special Events
- Office Support
- Promotions/Mail Campaigns
- Other (please specify)

\_\_\_\_\_

\_\_\_\_\_

Please list volunteer experience/personal interests:	Years
Please list relevant work experience/education	

Are you familiar with:

- Point of Sale Systems
- Photocopier
- Digital Cameras
- Other: \_\_\_\_\_
- Computer programs (please list)

**What is your availability?** (indicate specific times)

Tuesday	Wednesday	Thursday	Friday	Saturday
am	am	am	am	am
pm	pm	pm	pm	pm

Notes: (start date, dates away, etc.)

Is there anything we need to know about you that would help us determine the suitability of some volunteer projects?

References				Ref	Ch
Name	Relation	Phone:	Email:		
Name	Relation	Phone:	Email:		

Gallery 2 office use:  
 Recorded in Database

## VOLUNTEER DESCRIPTIONS

### **Gallery2 Gift Shop**

The Gift Shop sells handcrafted items made by local, regional, and provincial artists as well as imported items. Volunteers support Gallery 2 as sales and cashier persons. A commitment of once per week (3 hrs) from October to May is desirable. Some sales experience is preferred but the Gift Shop Manager will train.

### **Special Events**

Volunteers have the opportunity to attend and assist at many events including exhibition openings, fundraising events, concerts, and private functions. Event host and assistant duties include serving food and beverages, decorating, setup and take-down of tables and chairs, and clean up.

### **Administration and Short Term Programs**

From time-to-time Gallery 2 staff will require extra help with filing, photocopying, stuffing envelopes, database entry, etc. Administration volunteers are contacted on an on-call basis. Previous office experience is preferred but not essential.