



Volunteers for Pep 4 U

Volunteer Information

Name _____

Address _____

City/State/Zip _____

Phone Home | Cell _____

Fax | Email _____

Emergency Contact _____

Previous Volunteer Work _____

Languages Spoken _____

Physical Limitation _____

Place a checkmark next to each of the tasks below you would be willing and able to do.

Answering phone calls received on a special line then give the call information to appropriate party

- Greeting visitors at events
- Create/Assist with Newsletters
- Keep calendar updated
- Train other volunteers and create monthly volunteer schedule
- Make phone calls, Create call tree
- File organization
- Write letters such as "Thank You"
- Assist with brochures and fliers including graphics
- Proofreading

List any other skills you have that might be useful to Pep 4 U:

Signature & Date _____

