



44-58 Edward Street, Port of Spain
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VOLUNTEER FORM

1. General Information

Name: _____

Address: _____

Phones: Home _____ Cell _____ Work _____

E-mail: _____

Marital status (optional): _____ Age (optional): _____

Male Female

2. Employment

Presently Employed _____ Not Employed _____ Retiree _____

Employer: _____

Address: _____

Position _____

3. Education

Primary Secondary Tertiary

4. Skills

List any special skills or interests: _____

5. What days of the week are most convenient for Volunteer activity?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

6. What time of the day is most suitable?

6am – 8am 8am – 10am 10am – 12 noon 12pm – 2pm 2pm – 4pm 4pm – 6pm
6pm – 8pm 8pm – 10pm 10pm – 12am 12am – 2am 2am – 4am 4am – 6am

7. Volunteer Work

What is/are your area(s) of interest?

Administrative

- Documentation / Word Processing
- Filing
- Telephone Operations
- Stocktaking / Inventory
- Data Base Management
- Other: Specify _____

Accounting

- Accounting systems
- Bookkeeping
- Preparing Accounts
- Auditing Accounts

Children

- Homework supervision
- Recreational:
 - Football
 - Cricket
 - Hockey
 - Netball
 - Tennis
 - Rugby
 - Story Telling
 - Art & Craft
 - Drama
 - Writing
- Other: Specify _____

Events Management

- Fund Raising
- Planning
- Logistics
- PR / Publicity
- Photography

Information Technology

- Website Development
- Programming
- Computer Repairs
- Power Point Presentations
- Spreadsheet
- Graphic Designs

Infrastructure

- Woodwork
- Plumbing
- Masonry
- Welding
- Electrical

Strategic Planning and Proposal Development

- Developing Strategic plans
- Developing Proposals for funding purposes
- Report Writing
- Research

Education NGOs:

- Mentoring Youth
- Literacy: Children
- Adults
- Compiling tutorial materials
- Creating and maintaining filing systems

NGOs for the Elderly

- Reading
- Companionship Visits
- Meal Preparation
- Care-giving
- Counselling (must be qualified)

Other: - Specify

- _____
- _____
- _____
- _____
- _____

Signature: _____ Date: _____