

First Name & Last Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Best Method of Contact: Email Phone Mail

Why do you want to volunteer and be involved in the initiatives of WWCCR? _____

Areas of Interest - Committees and Initiatives

Please indicate which of the following you would be interested in being involved with or in finding more about:

- Board of Directors
- Fundraising
- Donor Development
- Children’s Ministry
- Youth Ministry
- Young Adult Ministry
- Young Families Ministry
- Music Ministry
- Holy Spirit Seminars
- Evangelization
- Teaching at Prayer Meetings
- Conference Planning
- Women’s Retreat Planning
- Leadership Development Planning
- Event Planning
- Healing Mass Planning
- Book Tables at events
- Outreach to priests/deacons/seminarians
- Intercessory Prayer
- Pentecost Novena
- Hispanic Ministry
- Public relations
- Publicity
- Radio Ministry
- Team Development
- Healing Prayer Ministry
- Other _____

Please indicate the professional or volunteer experience you have by marking the following categories:

- administrative pastoral youth work
- event planning financial budgeting
- management public relations fundraising
- other: _____

Some Volunteer Areas:

(please check all that you would be willing/able to do and circle those that most interest you)

Receptionist:

- Answering Phones
- Making phone calls

Office Maintenance

- Carpet cleaning
- Handyman repairs
- Window washing
- Vacuuming
- Yardwork

Media Production:

- Duplicate CDs & Cassettes
- Assemble WWCCR Resources

Bookstore

- Checkout/in books for event book tables
- Process customer orders
- Pack/Ship Orders
- Label and shelve books
- Periodic inventory

Meeting Support

- Providing refreshments for meetings
- Help set-up for meetings and clean-up after

Website Support

- Updating website
- Proof-reading website
- Design ideas

Lending Library:

- Catalog Books
- Update Audio Catalog
- Process Checkout

Database (in Exceed)

- Address Corrections/Additions
- Donations entry
- Event Registration Processing
- Volunteer data

Word Processing

- Transcribe talks
- Type Meeting Minutes
- Other typing projects

General Office

- Copying
- Filing
- Mailings: labeling/stuffing/sorting
- Putting things away after

events

- Doing the dishes after meetings

Proofing

- Proofread Gleanings

Public Relations

- Contact Churches, newspapers, radio, via email or mail, to promote events
- Write press-releases

Translation

- Translate written documents
- Simultaneous spoken translation
- From English to _____
- From _____ to English.

Other _____

When are you most likely to be available:

	Su	M	T	W	Th	F	S
Morning							
Afternoon							
Evening							

How much notice would you need to be given before volunteering? _____

Would you like to volunteer: regular hours or on-call (project) basis?

Do you prefer working alone, in small groups or in a large group setting? _____

Computer Technology Experience

Operating Systems

Please check the following operating systems with which you are familiar:

- Windows 98
- Windows 2000
- Windows XP
- Macintosh
- Unix
- Linux

Software Applications

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Outlook Express
- Fox Pro

Websites

Please check any items that describe your experience with Web sites:

- Site Design
- Basic Page Layout
- Site Administration
- Marketing the Site
- E-commerce Needs Assessment

Please check any Web tools you are familiar with:

- Front Page
- GoLive
- Dreamweaver

The following is a list of software and or languages that might be used for back-end Web site development and maintenance. Please check those that you have used:

- Java
- php
- ASP
- Cold Fusion

DTP / Multimedia / Graphics Applications

Please select each area that you have the most skills to offer a school or group:

- Graphics
- Desktop Publishing
- Digital Imaging
- Multimedia
- Video

Please select the desktop publishing programs that you have the most experience using:

- PageMaker
- Publisher
- Quark XPress
- InDesign

Please select the graphics applications that you have the most experience using:

- Corel Draw!
- Freehand
- Illustrator
- Photoshop

Misc. Information:

What employment skills do you think you could bring to WWCCR? _____

Are there any other skills or interests that you'd like to offer?
