

Volunteer Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Mobile Phone	
E-Mail Address	

Availability

Please tell us during which hours you are available for assignments.

Monday AM	Wednesday AM	Friday AM
Monday PM	Wednesday PM	Friday PM
		Friday evenings (concert)
Tuesday AM	Thursday AM	Saturday evenings (concert)
Tuesday PM	Thursday PM	Sunday afternoons (concert)

Interests

Please tell us in which areas you are interested in volunteering.

Administration – (Ex: Reception, answering phones, etc.) **As Needed**

Accounting – (Ex: Copies, scans, and filing) **Weekly**

Music Library – (Ex: Copies, filing, data entry, etc.) **Weekly**

Concert Guides – (Ex: Showing patrons how to upload digital programs on their phones, answer questions at the table about seating and performances, etc.) **At All Concerts**

Philanthropy Letters – (Ex: Folding letters, stuffing envelopes, postage, etc.) **Once a Month**

Patron Services – (Ex: Data entry, filing, mailings, etc.) **Once a Week**

Data Entry – (Ex: Call patrons and update contact information in database.) **Once a Week/Then As Needed**

Our Large Bulk Mailings (Ex: Folding letters, stuffing envelopes, postage, etc.) **As Needed**

Any of the above

Special Skills or Qualifications

Please summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.