

# THE WELLNESS COMMUNITY, VALLEY/VENTURA

## VOLUNTEER INFORMATION FORM

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (     ) \_\_\_\_\_ Evening Phone: (     ) \_\_\_\_\_

Birthdate: Month \_\_\_\_/Day \_\_\_\_ (For recognition purposes only!)

Current or most recent occupation: \_\_\_\_\_ How did you hear of us? \_\_\_\_\_

Preferred DAY and HOURS available for volunteering for projects, meetings, etc: *(Please circle)*

**Monday      Tuesday      Wednesday      Thursday      Friday      A.M.      P.M.**

### **PLEASE CHECK THE CATEGORIES YOU ARE INTERESTED IN FROM THE LISTED BELOW:**

- Receptionist/Clerical (*front desk, answering phones, greeting clients, assist office staff*)
- Mailings (*sealing, stamping, sorting mail for bulk mail, ect.*)
- Hospitality (*food preparation and/or serving, host/hostess, etc.*)
- Special Events (*Holiday Homes Tour and others*)
- Fund Raising (*Solicitation of funds, door prizes, program ads, etc.*)
- Outreach (*Delivery of brochures to hospitals and doctors offices*)
- Public Relations (*promotion of TWC, its activities and events, creation and distribution of press releases, copywriting, graphic arts, media contact and follow-up, etc.*)
- Handyperson/Maintenance projects
- Public Speaking (If checked, please indicate your skills, experience, if any: \_\_\_\_\_)

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- Data entry/computer work  
If checked, please describe your computer skills/knowledge, if any (software, graphics, etc.): \_\_\_\_\_

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- Other (Please describe): \_\_\_\_\_

Please list any additional skills/experience you'd like us to know about (use reverse if necessary): \_\_\_\_\_

Groups or organizations to which you belong: \_\_\_\_\_

Individuals/businesses you know that may be interested in donating time/money/services to TWC: \_\_\_\_\_

*Thank you for your interest in The Wellness Community-Valley/Ventura*  
**Please mail, deliver or fax this form to:** 530 Hampshire Road, Westlake Village, CA 91361  
FAX: (805) 371-6231 ~ Telephone: (805) 379-4777

For office use only:  
Wel Ltr sent \_\_\_\_\_ Data Base \_\_\_\_\_ Attended Volunteer Orientation \_\_\_\_\_