



Volunteer Application

Contact Information

Name: _____

Street Address: _____

City/ State / ZIP : _____

Home Phone: _____

Work Phone: _____

E-Mail Address: _____

Availability

During which hours are you available for volunteer assignments?

___ Weekday mornings ___ Weekend mornings

___ Weekday afternoons ___ Weekend afternoons

___ Weekday evenings ___ Weekend evenings

Please check any of the volunteer opportunities below that you might be interested in:

- VOLUNTEER COORDINATOR to manage volunteer program
- Develop and Manage Volunteer Advertising
- Contact with local senior centers schools, community organizations, etc.

ADMINISTRATIVE HELP

- Data Entry and database management
- Assist with brochures and handout publications
- Generate thank you letters and record donations in mailing list
- Manage PAALS mailing list
- Other office help as needed

CREATIVE

- Photography Work with kid, dog, and client team(s)
- Video recording and editing
- Create display boards for booths and talks Other Community events

DOG CARE

- Puppy sitter
- Puppy Raiser (please submit puppy raiser application)

GENERAL MAINTENANCE

- General cleaning
- Making dog beds, dog toys, etc
- Building (for example: dog ramps)



FUNDRAISING ASSISTANCE

- Develop and Manage fundraising programs
- Make fundraising items
- Host wine and Cheese event or lunch and learn
- Grant applications
- Make connections with companies/suppliers and seeking in-kind contributions

EDUCATION

- Assist with booths at Special Events
- Put together educational materials for programs, talks, and PowerPoint Presentations
- Schedule and assist with public talks

PR/MARKETING ASSISTANCE

- Frequently Asked Questions document
- PowerPoint Presentations
- PAALS web site
- PAALS Newsletter, including working with staff on writing/designing

SPECIAL EVENT ASSISTANCE AND COORDINATION

TRANSPORTING DOGS IN YOUR OWN VEHICLE

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

Summarize your present and/or previous volunteer experience.

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Please mail this application to: **PAALS * P.O. Box 25679 * Columbia, SC * 29224** or email: [volunteer co-ordinator](mailto:volunteer.co-ordinator@paals.org)