

DATE APPLIED _____

**PLEASE ATTACH YOUR RESUME
TO THIS APPLICATION**

CONTACT INFORMATION

NAME _____	STREET ADDRESS 1 _____	EMAIL _____
HOME PHONE _____	STREET ADDRESS 2 _____	<i>Do you check email regularly?</i> YES NO
MOBILE PHONE _____	CITY _____	How did you hear about Direct Relief? _____
OTHER PHONE _____	STATE _____ ZIP CODE _____	

AVAILABILITY

Please be as specific as possible about your availability for volunteering at Direct Relief.
All volunteer work takes place during the business hours of 8:00 AM–5:00 PM.

1. What times are you available? 2. How often are you available?

VOLUNTEER EMPHASIS

Please check all that apply; this will help in the placement process. An asterisk (*) by the item indicates that previous training or experience is preferred for assisting in these projects. If you check one of these items, or "Other", please describe the work you've done in the space provided below the category, or on a separate sheet of paper if necessary.

CLERICAL HELP

- Sorting/Filing Typing Phones
 Bookkeeping/Accounting* Data entry Copying
 Other Clerical experience*
- _____

CORPORATE & FOUNDATION RELATIONS (Philanthropic Investment)

- Reports and graphic design support* Internet research
 Public outreach Donation solicitation
 Other PI experience*
- _____

PROGRAMS DEPARTMENT

- Responding to assistance requests Project research
 Data entry Video/media editing*
 Other Programs experience*
- _____

INFORMATION TECHNOLOGY

- Microsoft Office 2007* SAP*
 HTML coding experience* Data entry
 Other IT experience*
- _____

MARKETING/COMMUNICATIONS

- Adobe Creative Suite* Microsoft Office 2007*
 Internet research Video/photo/media editing
 Public outreach Reports/graphic design support*
 Other Marketing/Communications experience*
- _____

WAREHOUSE/BIOMEDICAL ASSISTANCE

see NOTE

- Technical assistance* Cleaning equipment
 Painting Cleaning
 Lifting/sorting Maintenance
 Other Warehouse experience*
- _____

SPECIAL EVENTS

- Hospitality Kitchen assistance Product sorting/packing
 Event setup/breakdown Event planning support Emergency/disaster response clerical help
 Other Special Events experience*
(If you checked Emergency response clerical help here, please indicate your experience in the Clerical area.)
- _____

NOTE: Any volunteer that works in the warehouse will be subject to a background check and must fill out a Kroll Release Form.