



# Direct Relief VOLUNTEER APPLICATION

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

DATE APPLIED:  /  /

## CONTACT INFORMATION

NAME

ADDRESS

EMAIL

HOME PHONE

STREET ADDRESS 1

DO YOU CHECK EMAIL REGULARLY?

YES  NO

MOBILE PHONE

STREET ADDRESS 2

HOW DID YOU HEAR ABOUT DIRECT RELIEF?

OTHER PHONE

CITY

STATE

ZIP

## 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.**

WHAT TIMES ARE YOU AVAILABLE?

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
- BOOKKEEPING/ACCOUNTING\*
- PHONES
- TYPING
- DATA ENTRY
- COPYING
- OTHER CLERICAL EXPERIENCE\*

### CORPORATE & FOUNDATION RELATIONS

- REPORTS & 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 PROGRAM EXPERIENCE\*

(CONT'D ON BACK)

**MARKETING/COMMUNICATIONS**

- ADOBE CREATIVE SUITE \*
- INTERNET RESEARCH
- PUBLIC OUTREACH
- MICROSOFT OFFICE SUITE 2007 \*
- VIDEO/PHOTO/MEDIA EDITING
- REPORTS/GRAPHIC DESIGN \*
- OTHER MARKETING/  
COMMUNICATIONS EXPERIENCE \*

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**WAREHOUSE/BIO MEDICAL  
ASSISTANCE (SEE NOTE BELOW)**

- TECHNICAL ASSISTANCE \*
- CLEANING EQUIPMENT
- PAINTING
- CLEANING
- LIFTING/SORTING
- MAINTENANCE
- OTHER WAREHOUSE EXPERIENCE \*

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**SPECIAL EVENTS**

- HOSPITALITY
- EVENT SETUP/BREAKDOWN
- KITCHEN ASSISTANCE
- EVENT PLANNING SUPPORT
- EMERGENCY/DISASTER  
RESPONSE CLERICAL HELP
- PRODUCT SORTING/PACKING
- OTHER SPECIAL EVENTS EXP \*

*(If you checked Emergency Response Clerical Help,  
please indicate in the Clerical section).*

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**INFORMATION TECHNOLOGY**

- MICROSOFT OFFICE 2007 \*
- HTML CODING EXPERIENCE \*
- SAP \*
- DATA ENTRY
- OTHER IT EXPERIENCE \*

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