



Pelham Art Center

155 Fifth Avenue Pelham, NY 10803 tel: 914.738.2525 fax: 914.738.2686 www.pelhamartcenter.org

Volunteer Program Application

Thank you for your interest in volunteering your time at the Art Center. Please return this form as soon as you can. Contact us at info@pelhamartcenter.org or 914-738-2525 ext 111.

Date		Type Name			
Email			Cell Phone		
Address					
City			State		Zip
In case of emergency, please contact (name)				Cell Phone	
Occupation/Last Position Held					
Employer/School					
If you volunteer elsewhere, please let us know where?					
Other than English, languages spoken/written?					
Do you have any physical limitations or disabilities?	If yes, please explain				
Do you have specific goals and/or an area of interest?					
I prefer to work <input type="checkbox"/> two hour <input type="checkbox"/> three hour <input type="checkbox"/> four hour shifts <input type="checkbox"/> four or more hour shifts.					
Days Available <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					
I have these skills to contribute to the Art Center (computer skills are noted with * where necessary):					
<input type="checkbox"/> Events Assistant <input type="checkbox"/> Data updating (Excel/Access/CMS) * <input type="checkbox"/> Graphic Art /Scanning/Sizing * <input type="checkbox"/> Greeting the Public/Customer Service <input type="checkbox"/> Office Machines (credit card/fax/mail) <input type="checkbox"/> Paper Mailings <input type="checkbox"/> Other – please specify:			<input type="checkbox"/> Photocopying/Filing <input type="checkbox"/> Research (internet/phone/files) * <input type="checkbox"/> Studio Maintenance <input type="checkbox"/> Teaching Assistant for youth / adults <input type="checkbox"/> Telephones <input type="checkbox"/> Typing/Form Letters *		
Signature					
For staff use only:					
completed form		interview & tour		training	
Attended		Review			