



2011 Volunteer Registration Form

Name _____ Date _____

New Volunteer? _____

Address _____

City _____ ST _____ Zip _____

Phone _____ Cell _____

Email _____

(Please note: We use your email to save us time and postage. We NEVER give out your email address or any other information about you to anyone. But in order to receive our emails, you may need to add adoptafamiy@gmail.com to your contact (safe) list.)

Summer Address: _____

City _____

State _____ Zip _____ Phone _____

Are you comfortable using a computer? _____

Do you speak Spanish? _____

For new volunteers: Where would you like to work at Adopt A Family? Please circle as many things as you'd like to do and we will schedule you accordingly.

- **Office:** Answer phones; assign and process community adoptions; computer input; emailing; filing, and general office work
- **Applications:** screen applicants to see if they qualify for assistance; interview applicants and input their information; translate
- **Wrapping:** Help with inventory count and control; choose gifts for children; wrap and package gifts
- **Warehouse:** Move and track boxes; put together toys and input batteries; receive and package gifts from the community adoptions; help distribute boxes to families; set up and take down tables, desks, etc.