

Volunteer Enrollment Application

Gay and Lesbian Community Center of South Florida



Name: (print) _____

Address: _____ City _____ State: ___ Zip _____

Telephone: (_____) _____ Cell: (_____) _____ Birthday: _____

Email: _____ Languages spoken: _____

Occupation/employment: _____

If retired: previous career/skills: _____

Education background: _____

Personal transportation: Yes ___ No ___ Truck/Van available for use: Yes ___ No ___

Volunteer Experience: Have you volunteered at the GLCC in the past? Yes / No

If Yes, when and why did you leave? _____

Other Volunteer Experience: _____

Emergency Contact:

Name: _____ Relationship: _____ Telephone: (_____) _____

VOLUNTEER INTEREST:

Computer Skills: Limited / Basic / Microsoft / Web Design / Programming / Network / None

- Check preference(s): reception desk/ hotline administrative office maintenance
 public relations/marketing facilitating groups / seminars
 fundraising: (circle) membership / grants team / special events: bingo / flea market / Stars of the Rainbow
 technology: (circle) hardware / database / calendar / data entry
 committees: (circle) development / finance / diversity / board of directors / speakers bureau
other: _____

Circle times available: Days of week: Mon / Tue / Wed / Thurs / Fri / Sat / Sun / Various / Limited / Any
Time of day: Mornings / Afternoons / Evenings / Various / Limited / Any

I attest that the information above is accurate and true. When I am assigned responsibilities at the Gay and Lesbian Community Center of South Florida, I agree to abide by all Community Center rules, Volunteer Code of Ethics and Conduct and Clients Rights. I understand that the nature of the work at the GLCC and the services provided to clients is strictly confidential. Not following these rules will result in my being asked to leave the Center. I understand that the use or possession of alcohol or drugs on the premises is strictly forbidden and will not be tolerated.. I certify by my signature that, in the event of injury to my person or property, I will hold harmless the Gay and Lesbian Community Center of South Florida.

Signature: _____ Date: _____

Hours of Operation:

Weekdays: 10am-10pm weekends: 12pm- 5pm

Mail form to: GLCCSF

P.O. Box 70518, Fort Lauderdale, FL 33307-0518

INTERVIEWED BY: _____ DATE: _____ SCHEDULED FOR TRAINING: YES / NO DATE: _____ TIME: _____
COMMENTS: _____

COMMUNITY CENTER VOLUNTEER OPPORTUNITIES

Bingo Team: needs people to help execute a monthly Bingo (second Saturday of each month at 7pm), assist setting it up, run it, sell food and drinks, solicit sponsorship, verify winners and have a lot of laughs along the way.

Computer/Data Entry: If you have computer skills, we need you. We need people to help update the community calendar, to help update the database, to solicit referrals for the database and input membership information.

Flea Market Committee: If you love to wake up early, this is for you. Be at the Center the first Saturday of the month from 5am to 11am or 9am to 3pm help roll out the best Flea Market in South Florida. You'll direct vendors to the right locations, sell food and "stuff" and meet all kinds of interesting people while you're doing it.

Maintenance: We always need assistance with the general maintenance of the building and grounds. We can use landscapers, painters, carpenters electricians, a/c repair etc.

Membership Team: during Center and Community events promote membership and represent the GLCC. Membership helps support our Center. Join the Membership Team and help get the word out!

Switchboard/Reception/Hotline: information and referral service is the busiest service GLCC offers. Switchboard volunteers answer everything from the Center's routine calls to calls from people coming out, and crisis calls. They also greet visitors to the Center. Must be available for at least one two to three hour shift once a week.

Special Events Volunteer: The GLCC has several special events throughout the year. Each event is in need of committee members for sponsorships, administration, setup, logistics, hosts, etc. This volunteer should be open to the event chairperson contacting them directly for assistance. (ie: Stars of the Rainbow, Halloween Street Party)

Speaker's Bureau Volunteer: The GLCC is often asked to participate in fairs, festivals, university events, etc. We would like to establish a network of speaker's whose background is in public speaking or public relations. This individual should be prepared to present their speech to the executive director for approval and they should always represent the organization in a positive and professional manner.

Administrative Volunteer: The GLCC administrative offices often need help with mailings, filing, copying, faxing and other general admin areas. Currently, the position is filled on Tuesday, Wednesday and Thursday from 1pm-5pm. We are open to additional help in this area.

GLCC Committees: The GLCC has several board level committees in need of support, including but not limited to: development committee (assist the development director with founder, business and corporate membership; special events; marketing and public relations, etc.); diversity committee (assist the executive director with community outreach and expanding diversity at the GLCC); finance committee (assist the executive director and board treasurer with maintaining fiscal responsibility)

Other Interests: You can also let us know if you would like to volunteer to help in other areas such as HIV Testing, Senior events, Youth, Women's events, Transgender Initiatives, other: _____