



Today's Date: \_\_\_\_\_

Dear Future Volunteer,

Volunteers are On Broadway, Inc.'s most valuable assets. The knowledge and skills each volunteer brings to a particular committee heightens and strengthens the entire organization. Thank you for expressing interest in volunteering for OBI! Please fill out the form below so that we can gain better knowledge about your level of interest and the areas you would like to participate in. Thank you!

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

What name would you like on your name badge?: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_ Add to Broadway Beat e-Newsletter: Yes ( ) No ( )

Student/Work/Company: \_\_\_\_\_ Occupation: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Work E-mail: \_\_\_\_\_ Add to Broadway Beat e-Newsletter: Yes ( ) No ( )

Is it all right to contact you during work hours? Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_ Referred By: \_\_\_\_\_

**Please list two emergency contact persons:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Why are you volunteering for On Broadway, Inc? (circle top 3 choices)**

- ♥ Help develop leadership & communication skill
- ♥ Likes sharing skills & expertise
- ♥ Wants to contribute to the downtown district
- ♥ It's close to where I live
- ♥ I like what OBI does for the area
- ♥ Look to create partnership/relationships
- ♥ I like working independently and/or in groups
- ♥ Community service requirement: \_\_\_\_\_ hours within \_\_\_\_\_ days
- ♥ Make you healthier (those who donate time (less than an hour a week!) have lower incidences of heart disease and depression, plus longer life expectancies.)
- ♥ Other: \_\_\_\_\_

What are some of your interests and hobbies? \_\_\_\_\_

Do you have computer skills? If so, what? \_\_\_\_\_

Do you have any physical limitations/restrictions: \_\_\_\_\_



Volunteer Name: \_\_\_\_\_

Intake Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Time Availability: \_\_\_\_\_ hours/week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

**There are different ways to get involved with OBI ~ committees, events and special projects. Please identify your interest(s) by marking the appropriate box(s):**

**Join an OBI Committee:** This is your opportunity to help shape the objectives and goals of the organization. On average, committees meet once a month. We will contact you to further discuss each committee.

- Organization Committee
- Economic Restructuring Committee
- Design Committee
- Marketing Committee
- Parking Committee
- Historic Preservation
- Larsen Green Park Committee
- Fundraising Committee

**Work at one of OBI's Special Events:** This is your opportunity to help out on the day of the event. We will contact you as we work on volunteer sign-up for each event.

- Green Bay's Taste On Broadway (August)
- Farmers' Market On Broadway (June-October)
- Winterfest On Broadway (January)
- Art-Craftic On Broadway (September)
- Other Events

**Plan and develop special projects or Day-Of Events:** This is your opportunity to work on a special project from start to finish. Meetings vary throughout the year depending on the project. We will contact you to further discuss each project.

- Event Preparation** - research, shopping, copies, deliveries, etc.
- Day of Event** - ticket taker, beverage/raffle or info booth, vendor assistant, etc.
- Office Projects** - data entry, filing, greet visitors, answer phones, other projects etc.
- Internships** – build your own learning experience!
- Collections or Archives** – help us maintain, sort and research. Help with building inventories
- Outdoor Decorations** – plant/remove flowers, holiday lights/ornaments/signage, seasonal decor
- Poster Distribution** – Downtown districts, Green Bay and/or surrounding areas
- Operations / Maintenance** – help with general repair, and other projects, etc.
- Collect Door Prizes** – cold calls, mailings, pick-ups, wrap gift baskets
- Other** -

**Orientation Checklist:**

- OBI Story
- Work Plan / Organization Chart
- Volunteer Expectations
- Staff Introductions, contact information
- Office Tour
- Volunteer Hours Tracking/Verification Needs
- Liability Form

**Internal Processing**

- Outlook
- Committee, or distribution group
- Other \_\_\_\_\_
- DIVA
- File
- Broadway Beat