

Hello,

My name is Kate Oman, Gallery Coordinator and Administrative Assistant at the Bonifas Arts Center. One of my jobs is to arrange for volunteers to come in to help out at the Bonifas. You are receiving this letter because you have either helped us in the past or have expressed an interest in helping out at the Bonifas. We would like to streamline our efforts by updating our records on our volunteers and your contact information. Would you please fill out the following information?

Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

Email: _____

Have you volunteered here before? Yes / No If yes, how have you helped in the past?

What days/ times are you available?

Tuesday Wednesday Thursday Friday Saturday Hours: _____

Who do you like to work with? Circle all that apply:

Toddlers Children ages 4-12 Teenagers 13-18 Adult Seniors Handicapped

Emergency Contact: _____

Their phone number: _____ **Their relationship to you?** _____

As I am still learning who everyone is, I would love to have a photo to put with your name. If you have a current photo of yourself that we can add to your file, that would be great. We can also take your photo here at the Bonifas if you would like to have it on file with us.

Now for the fun part, we would like to place you in jobs that you are comfortable with so I have come up with a listing of jobs that are available.

Please read through the list and circle "Yes" "No" or "Maybe" for each job area. We will take your answers and include that in your file so we can call on you when that job becomes available.

You can return a hard copy to me at the front desk of the Bonifas or email me at kate@bonifasarts.org. If you have any questions, please feel free to contact me via email or by calling me at (906) 786-3833. Thank you for your time and effort in helping us.



-Kate Oman,
Gallery Coordinator & Administrative Assistant
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