



www.wptcares.org

1405 State Street East St. Louis, IL 62205 Phone: 618.857.2115 Fax: 618.857.2116

Writers, Planners, Trainers Inc.

Volunteer Application and Hold Harmless Agreement

Date: _____

Thank you for your interest in volunteering. We are accepting applications and will contact you for an interview when an opening becomes available in the area of your expressed interest.

NAME _____

ADDRESS _____ ZIP CODE _____

TELEPHONE (Day) _____ (Evening) _____

- Amount of time you can give: Per week? _____ Per Month? _____
- Preference: Days per week (circle all that apply) M, T, W, Th, F, S, - AM _____ PM _____
- Period during the year you cannot volunteer? _____

AREAS OF INTEREST

Please check all that apply.

- | | |
|---------------------------------|------------------------|
| Clerical _____ | Public Relations _____ |
| Community Organizer _____ | Receptionist _____ |
| Community/Street Outreach _____ | Greeter _____ |
| Special Event Assistant _____ | Custodial _____ |
| Security _____ | |

SKILLS/EXPERIENCE

Please identify any special skill/background areas that apply to you.

- | | |
|---------------------------------|------------------------|
| _____ Clerical | _____ Public Relations |
| _____ Community Organizer | _____ Receptionist |
| _____ Community/Street Outreach | _____ Greeter |
| _____ Special Event Assistant | _____ Custodian |
| _____ Security | _____ Foreign Language |
| _____ Social work | _____ Handy Work |

____ Computer software proficiency (please specify which software below):

____ Other skills not listed (please identify below):

Are you willing to allow us to obtain a police background check? ____ Yes ____ No

Have you ever worked/volunteered for an HIV/AIDS advocacy agency? ____ Yes ____ No

Have you ever worked with individuals that may have an alternative lifestyle? ____ Yes ____ No

I fully understand that all work performed for Writers, Planners, Trainers Inc. is unpaid and I will not be reimbursed for my time, or gifts to the Agency and, by signing this agreement I will hold harmless Writers, Planners, Trainers Inc., its Board of Directors, management staff, employees, and volunteers from any and all liability in the event of damage to any personal property while I am at the Agency, or participating in any activities, events, errands, or other duties for the Agency.

Signature

Date

Please return the completed application to:

Writers, Planners, Trainers Inc.
Attention: Tremayne Coleman, Chief Operating Officer
1405 State Street
East St. Louis, IL 62205
Phone (618) 857-2115
Fax (618) 857-2116