



parents League  
of new york

115 East 82nd Street  
New York, New York 10028

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parentsleague.org

# Volunteer Orientation

Please fill out the following information. We will contact you if there is an appropriate project and time that works with your schedule.

Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## Experience

Please check any of the categories that apply.

Marketing/PR

Social Media

Event Planning

Editing/Proofreading

Data Entry

Research

Photography

General office work, phones, filing

## Computers:

Mac/Apple computers

MS Word

MS Excel

(Reverse Side)

InDesign

Filemaker Pro

Other, please specify \_\_\_\_\_

**Please list any other relevant experience you have:**

**Which days and times are you available?**

**(Our office hours are 9:00am to 4:00pm M-Th, and 9:00am to 12:00pm on Friday)**

Monday 9am-11am

Wednesday 11am-1pm

Monday 11am-1pm

Wednesday 1pm-4pm

Monday 1pm-4pm

Thursday 9am-11am

Tuesday 9am-11am

Thursday 11am-1pm

Tuesday 11am-1pm

Thursday 1pm-4pm

Tuesday 1pm-4pm

Friday 9am-12pm

Wednesday 9am-11am

Are you ever available in the evenings to help with events? (5pm – 8pm)

Yes

No