



A Program of the YWCA Center for Family Empowerment

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VOLUNTEER APPLICATION

Thank you for volunteering with Baton Rouge Parent University! Please complete this application so that we may match your abilities and interests with our volunteer needs for workshops, technical, and clerical assistance.

Please type or print

Name: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Day Phone: _____	Evening Phone: _____		
Mobile Phone: _____	Fax: _____		
Preferred E-mail: _____			
PREFERRED METHOD OF CONTACT: <input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/> PHONE <input type="checkbox"/> MAIL			

What special skills and abilities would you like to offer to Baton Rouge Parent University?

What days and times are you available to volunteer in the office?

Where would you like to volunteer during a workshop? Please indicate first and second choice.

Volunteer Role Description	1 st /2 nd Choice
Special Events Coordinator <ul style="list-style-type: none"> • Execute event plan for workshop or event • Supervise set-up and tear-down of auditorium, registration area, classrooms, etc. • Provide direction to special event assistants 	
Special Events Assistant <ul style="list-style-type: none"> • Assist Special Events Coordinator • Set-up and tear-down auditorium, registration, classrooms, etc. 	
Computer, Audio, & Visual Aides Volunteer <ul style="list-style-type: none"> • Assist technology consultant with set-up and tear down of computer, audio, and visual aides equipment • Provide technical support to session presenters 	
Greeter/Usher <ul style="list-style-type: none"> • Greet participants arriving to Workshops • Assist with check-in process at registration • Assist program assistant in giving directions to sessions 	
Registration Volunteer <ul style="list-style-type: none"> • Greet all registrants with a smile • Validate VIP Cards & provide Parents' Verification of Attendance form • Distribute all registration materials & raffle tickets • Ensure registrants sign in and complete a registration card, if needed • Assist participants with questions 	
Program Assistant <ul style="list-style-type: none"> • Provide assistance to session assistant and documenters • Assist in general sessions to ensure all materials are in place • Assist ushers in greeting participants • Distribute and collect evaluation forms from general sessions 	
Documenter <ul style="list-style-type: none"> • Assist presenter with last minute requests • Aid in the collection of materials and supplies at closing of each session • Support presenters by taking attendance, notes and collecting evaluation forms • Assist presenters in starting and ending on time 	
Session Assistant <ul style="list-style-type: none"> • Direct guests to the front of the room for seating • Direct guests to the first available room when room is full • Assist in the proper placement of materials before and after each session • Aid in placing signs in appropriate location before and after sessions 	
Child Care Director (Ages 0 to 5) <ul style="list-style-type: none"> • Set up room assigned as child care center • Greet children who are escorted to the child care center • Provide direction to Child Care Assistants • Execute planned activities for children 	

Child Care Assistant (Ages 0 to 5) <ul style="list-style-type: none"> • Greet parents at registration • Insure that parents sign a child care release form • Escort children to child care center • Assist Child Care Director with children's activities <p style="text-align: center;">Volunteer Role Description</p>	
Student Activity Director (Ages 6 to 12+) <ul style="list-style-type: none"> • Set up room assigned for student activities • Execute planned activities for students • Provide direction to Student Activity Assistants 	
Student Activity Assistant (Ages 6 to 12+) <ul style="list-style-type: none"> • Greet parents at registration • Insure that parents sign a child care release form • Escort students to assigned room for activities • Assist Student Activity Director with children's activities 	
Food Service Director <ul style="list-style-type: none"> • Execute food service plan for workshop • Provide direction to Food Service Assistants • Insure food service area is clean at end of event 	
Food Service Assistant <ul style="list-style-type: none"> • Assist Food Service Director • Serve snacks and meals to children • Serve food to workshop participants • Insure food service area is clean at end of event 	
Photographer <ul style="list-style-type: none"> • Photograph Parent University activities • Collect photography release for participants • Secure names of participants in group photos 	
Phone Callers <ul style="list-style-type: none"> • Call parents to remind them of upcoming events • Maintain RSVP list of parents and children who confirm attendance and/or • Request product and gift certificate donations from local businesses 	