



# VOLUNTEER FORM- FICHE DE BÉNÉVOLES

I am interested in developing and <b>coordinating community outreach programs</b> (school visits, seniors, etc.)	Yes/oui
I am good at <b>organizing</b> and <b>communications</b> and would be prepared to take on a <b>leadership</b> role when these opportunities come up.	Yes/oui
I have strong <b>computer</b> skills and would be interested in being on a <b>technology committee</b> to help keep the <b>website</b> up to date and/or keep members informed of events by e-mail.	Yes/oui
I'd like to <b>help with an exhibition</b> i.e. assist with receiving, hanging, take down of work. I can do this when requested at various times of the year. I would be working in a team.	Yes/oui
I am interested in stuffing envelopes and <b>making mail outs 'happen'</b> . I can do this about 3 to 5 times a year with the help of other people.	Yes/oui
I would be prepared to assist an exhibition coordinator and be responsible for specific areas of mounting a major Arteast exhibition	Yes/oui
I can take over the preparation of award certificates, either by calligraphy or on the computer for events three times a year	Yes/oui
I like to <b>write articles</b> and could do this once a year for the newsletter. i.e. book reviews, movie reviews, profile of members and interviews.	Yes/oui
I am able to keep track of <b>supply needs</b> in the supply cupboard located at VACO ( envelopes, cards, pins, etc) and purchase supplies ( for reimbursement from Arteast) when needed.	Yes/oui
I am the kind of person that needs to know more before I commit myself, please talk to me because I think I would like to contribute to the organization but I'm unsure how to do this.	Yes/oui

Combinations of any of the above jobs are welcome!!!! Merci - thank you

Name \_\_\_\_\_  
 telephone number \_\_\_\_\_ e-mail \_\_\_\_\_

Please return to Suzanne Beaulieu, Arteast President, c/o VACO, 1490 Youville Drive, Orléans, Ontario K1C 2X8 - 613.733.5176 for more information