Volunteer Registration Form

Please fill out the following information so IABC/Calgary can match you – based on your preferences and skills – with available IABC volunteer opportunities. Please complete **all** pages of this form. Please **email the completed form to calgary-volunteers@iabc.com.** If you have any questions or comments, email calgary-volunteers@iabc.com. Please also attach a current resume if available.

Contact Information (please print)

Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Home Tel: _____ Work Tel: _____

E-mail: _____ IABC/Calgary member? ☐ Yes ☐ No

If IABC/Calgary member, please provide member number: _____

Availability

Please tell us how often you would like to volunteer and the amount of time you have available.

Frequency (check all that apply)	**Duration** (estimate maximum # of hours)
☐ Daily	☐ hours
☐ Weekly	☐ hours
☐ Bi-weekly	☐ hours
☐ Monthly	☐ hours
☐ As needed	☐ hours
☐ Other: _____	☐ hours

Comments: _____

_____

Skills and Areas of Interest

Please check all that apply: Please check "Current skill" if this is an area where you have a skill set and would like to fill a volunteer role which utilizes that skill. Please check "Want to develop" if you are seeking a volunteer role to expand your skill in a specific area. Topics that are hyperlinked are specific portfolios IABC Calgary manages and there are general volunteer position descriptions for each. If you have a specific portfolio you are interested in, please indicate this as well.

	Current skill	Want to develop
Administration	☐	☐
Advertising	☐	☐
Career Services		
- Coordination	☐	☐
- Specify: _____	☐	☐
Electronic Communications		
- E-mail distribution	☐	☐
- Internet	☐	☐
- Social media	☐	☐
- Audio/visual	☐	☐
Finance / accounting	☐	☐
Fundraising/Sponsorship	☐	☐
Learning		
- Training	☐	☐
- Presenting	☐	☐
- Facilitating	☐	☐
Marketing	☐	☐
Membership		
- Member recruitment / retention	☐	☐
- Membership development	☐	☐
- Database management	☐	☐
Member Communication	☐	☐
Professional Standards / Ethics	☐	☐
Promotions/Publicity	☐	☐
Publications		
- Writing	☐	☐
- Editing	☐	☐
- Graphic design	☐	☐
- Project co-ordination	☐	☐
- Photography	☐	☐
Public Speaking	☐	☐
Research	☐	☐
Special Events (PD workshops,seminars,social)	☐	☐
Student Development	☐	☐
Volunteer Management		
- Co-ordination	☐	☐
- Recruitment & Retention	☐	☐
- Recognition	☐	☐

Other

_____ ☐ ☐

_____ ☐ ☐

Comments

_____

_____

_____

Professional Development

What would you like to learn in PD sessions? Do you have expertise in a particular area that you could present in a PD session? Please specify:

_____

_____