



Volunteer: Please complete **both** sides of this form and submit it to First Command Educational Foundation (FCEF) if you want to volunteer with FCEF. **Note:** All information in this form will be kept strictly **confidential**, and shall be used only in the management of our services and programs.

Fax the completed form to **817-569-2970** or scan and email it to **edufoundation@fcef.com**.

Personal information:

Name: _____ Personal email address: _____

Address: _____ City, State: _____ ZIP: _____

Home phone #: _____
 Work phone #: _____
 Mobile phone #: _____

Preferred number for contact:

Over 18? Yes No Multilingual? Yes No Languages: _____

Emergency contact name & relationship: _____ Phone #: _____

Employer (optional): _____

Some positions require lifting, walking, climbing steps, etc. Is there anything that would prevent you from performing such tasks? _____

When would you prefer to perform volunteer work?
 Weekdays Weekends Evenings

Date you will become available to perform volunteer work: _____

Number of hours you can volunteer per day: _____

Approximate number of days/months you can volunteer: _____

Education and Experience:

Please check those categories in which you **already have** training or experience:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Toastmasters | <input type="checkbox"/> Lawyer | <input type="checkbox"/> Paralegal |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Writer/editor | <input type="checkbox"/> Journalist | <input type="checkbox"/> Data entry |
| <input type="checkbox"/> Web design | <input type="checkbox"/> Advertising | <input type="checkbox"/> Computers | <input type="checkbox"/> Calligraphy |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Public speaking | <input type="checkbox"/> Financial planner | <input type="checkbox"/> Fundraising/development |
| <input type="checkbox"/> Event planning | <input type="checkbox"/> Educator | <input type="checkbox"/> Photographer | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Graphic production | <input type="checkbox"/> Artist | <input type="checkbox"/> Other: _____ | |



Volunteer Opportunities:

Please check all those categories in which you have an interest in working. Note: Many opportunities are performed sporadically throughout the year. Some are on-going, and some have specific start and end dates.

General Office

- Administrative assistant/clerical
- Computer data entry

Scholarship Programs

- Process scholarship paperwork
- Prepare scholarship packets
- Serve on Scholarship Selection Committee

Education Programs

- Material preparation
- Curriculum design
- Flier design
- Graphic development
- Evaluation analysis
- Volunteer speaker (Note: FCEF requires prior instruction and classroom experience to serve as a volunteer speaker.)

Development

- Special event/fundraising committees
- Special event set up/tear down
- Special event staffing
- Soliciting donations to support FCEF programs (with guidance and direction from FCEF staff members)

Public Relations/Marketing

- Photography
- Advertising and marketing design
- Research
- "Ghost writing" and/or editing
- Website update
- Newsletter design and layout

Signature: _____ Date: _____

Printed Name: _____