

**Berkeley City Club Conservancy
Volunteer Intake Form**

Name _____

Email _____

Address _____

Phone _____ OK to text you at this number? **Y** **N**

Generally available hours/days:

What sparked your interest in the BCCC? _____

The BCCC has a number of different volunteer opportunities, both one-time and on-going. Please indicate any potential areas of interest here:

- Silent Auction Prep / Event Assistance / Follow-up
- Silent Auction items – research and posting to other auction sites (eBay Charity, or equivalent)
- Social Media – posting weekly updates for the Conservancy to FB and Instagram
- Giving tours of the BCCC (we offer public tours every 4th Sunday of each month, and private tours by arrangement. We would train you on anything you'd need to know!)
- Tour translation (live, or written)

Language(s) in which you are fluent: _____

- Scanning/digitizing historic and administrative documents
- Administrative/Clerical/Data Entry
- Helping with other special events and fundraisers
- Totally miscellaneous tasks as they come up – sewing a sink skirt for our new office, researching the value of donated model airplanes, compiling information on promotional swag, etc.
- Other – have suggestions? _____

Might you be willing to use your car for BC3-related tasks? **Y** **N**

Please share any relevant experience here – volunteer, work, life, etc. (note – experience not required!)

What else should we know about you? _____

Please complete as much of this form as possible – feel free to use additional space as necessary – and return this form to Natasha Glushkoff at Office@BerkeleyCityClubConservancy.org

I recognize that the opportunity to participate in the **Berkeley City Club Conservancy** volunteer program may involve physical labor and may carry a risk of personal injury. I hereby agree to assume all risks which may be associated with my participation.

I hereby release, discharge, waive, and relinquish all claims, liabilities, and damages I may sustain from bodily injury, personal injury, or property damage, and hold harmless the **Berkeley City Club Conservancy**, its officers, directors, employees and agents.

Signature: _____ Date: _____