



**Please return this form to:**  
 City Manager's Office  
 City of Polk City  
 PO Box 1139  
 203 Lakeshore Drive  
 Polk City, FL 33868  
 Fax: 863-984-2334  
 For more information  
 Call: 863-984-1375

## Volunteer Program Application

Polk City's volunteer program gives citizens the opportunity to become actively involved with various activities in City government. The program is designed to increase citizen involvement in the day-to-day operations of your city's government. You can use your talents, learn new skills, organize, facilitate, teach and share. Who can volunteer? Just about anyone—professionals, retirees, craftspeople, secretaries or skilled laborers, students, families, singles, and youth. You can volunteer as an individual or in a group. You can give a day, a week, a month, or longer.

***I'm ready ... sign me up:***

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Tell us about yourself:**

Work Experience: \_\_\_\_\_  
 \_\_\_\_\_

Education: \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_  
 \_\_\_\_\_

Age:            \_\_\_ Over 18 yrs.                           \_\_\_ Under 18 yrs., if checked, please list age: \_\_\_\_\_

Times Available for Volunteer Work: *(Please check all that are applicable)*

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

What do you hope to gain from your volunteer experience? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(over)**

**I am interested in volunteering for the following:**

- Parks and Recreation
- General Office Work
- Keep Polk City Beautiful Commission
- Telephone/Office Reception
- City Council Appointed Board or Commission

- Purging Files
- Special Projects/Mailings
- Litter Control Program
- Library

**Window of Work**

Didn't see anything of interest on the list? Completing this simple form will help us to quickly identify your particular skills, knowledge, and capabilities and to match you with a volunteer opportunity to consider.

<b>My Talents</b>	<b>My Quests</b>	<b>No-Nos</b>
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: <ul style="list-style-type: none"> <li>• Typing</li> <li>• Talking to people</li> <li>• Working with youth</li> <li>• Administrative duties</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Computers</li> <li>• Bookkeeping</li> <li>• Chairing a committee</li> <li>• History of organization</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Working with youth</li> <li>• Work with computers</li> </ul>
<i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i>	<i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i>	<i>List those things that you really don't want to do.</i>

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>For Office Use Only</b></p> <p>Date received: _____</p> <p>Placed: _____</p> <p>Date Placed: _____</p>
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