



# PFLAG Greater Providence Volunteer Application

Please provide your contact information below:

<b>Name:</b>	<b>Date:</b>	
<b>Address:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>City:</b>	<b>State:</b>	
	<b>Zip:</b>	
<b>Email:</b>	<b>Preferred method of contact:</b>	
	<input type="checkbox"/> <b>Email</b> <input type="checkbox"/> <b>Home phone</b> <input type="checkbox"/> <b>Cell phone</b>	

<b>Guidelines</b>	
<b>Purpose</b>	The purpose of this document is to provide you with a list of the many opportunities to serve PFLAG.
<b>Instructions</b>	Check off the items in which you are interested; then scan and forward to PFLAG via the following email address: <a href="mailto:pflagprovidence@gmail.com">pflagprovidence@gmail.com</a> or mail to PFLAG, PO Box 41344, Providence, RI 02940. <b>Note:</b> You may bring a hard copy to the monthly meeting in lieu of email or mail.

<b>Category</b>	<b>Please check ✓ where interested</b>	<b>How much time can you commit?</b>
<b>Welcoming Committee</b>	<b>Greet &amp; Welcome New and Returning Attendees</b>	
	<input type="checkbox"/> Welcome and introduce new attendee(s) at monthly meetings	
	<input type="checkbox"/> Direct attendees to sign-up sheet and name tags	
	<input type="checkbox"/> Provide brief overview of what to expect at a meeting to newcomers	
<b>Monthly PFLAG Meetings</b>	<b>Equipment &amp; Supplies, Lending Library, Publications, and Chapter Promotional Materials</b>	
	<input type="checkbox"/> Help with monthly support meeting set up	
	<input type="checkbox"/> Help with monthly support meeting clean up and close	
	<input type="checkbox"/> Serve as a support group facilitator (must complete short on-line PFLAG Academy Facilitator Training)	
	<input type="checkbox"/> Manage PFLAG Lending Library by maintaining list of books signed out, following up with books that have been out over 2 months; researching new books to add to library, requesting purchases of	



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<b>Monthly PFLAG Meetings</b>	<input type="checkbox"/> new books and/or requesting donations of used books, and transporting the supply of books to and from each monthly meeting.	
	<input type="checkbox"/> Manage PFLAG publications. Maintain supply of PFLAG brochures, and various other pamphlets and literature available at monthly meetings. Update literature when necessary, obtain updated pamphlets from other organizations, make additional copies of printouts, and/or recommend re-orders of brochures, etc. Secure and maintain appropriate literature holders for display. Transport literature to and from monthly meetings.	
	<input type="checkbox"/> Coordinate Chapter promotional items, such as buttons, bags, pens and other giveaways. Store and transport items to meetings and provide to those who need them for other special events.	
	<input type="checkbox"/> Maintain Chapter supply of markers, pens, Chapter business cards and holders, name tags, sign-in sheets, "Welcome" signs, tablecloth, etc. Assure that these items are available at all meetings and special events.	
	<input type="checkbox"/> <b>Options Magazine:</b> volunteer to pick up monthly issues for our chapter at The Stable in Providence	
<b>Membership Coordinator</b>	<b>Maintain chapter membership records.</b>	
	<input type="checkbox"/> Process new memberships and donations, send out annual membership renewal notices and follow up with thank you notes and reminders where necessary. Maintain chapter membership database (currently in Excel) and enter members in PFLAG National's on-line database for our chapter. Process annual chapter dues payment to PFLAG National.	
	<input type="checkbox"/> Distribute membership brochures.	
<b>Refreshments Coordinator</b>	<b>Ensure refreshments and supplies are provided at the monthly meetings:</b>	
	<input type="checkbox"/> Provide tablecloth, cups, napkins, plates, etc. for monthly meetings. Secure volunteers to provide 2 bottles of soda or juice and 2 packages of cookies/bars enough for about 20 attendees for each meeting. Maintain volunteer refreshment list. Make follow-up contact to next volunteer on list to remind them a week before the meeting. Clean-up at end of meeting and remind next volunteer on list.	
<b>Outreach</b>	<b>Help fulfill PFLAG's missions of education and advocacy in any of the following areas.</b>	
	<input type="checkbox"/> Host a table for PFLAG chapter at outside events.	



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	<input type="checkbox"/> Be a member of a panel representing our PFLAG chapter.	
	<input type="checkbox"/> Represent PFLAG at outside events.	
	<input type="checkbox"/> Outreach to outside organizations/businesses	
	<input type="checkbox"/> Monitor Helpline/phone calls from people in need	
	<input type="checkbox"/> Liaison to other LGBTQ organizations, i.e. Youth Pride, TGI Network, Sage, etc.	
<b>Website &amp; Social Media</b>	<b>Updates to chapter website and various social media sites</b>	
	<input type="checkbox"/> Maintain/Update Web Site. Maintain and post updates on Facebook page. Maintain and post on chapter's Twitter account @PFLAGProvRI. Source other social media for PFLAG	
<b>Newsletter</b>	<b>Assist with one or more of the following</b>	
	<input type="checkbox"/> Provide/write articles, submit letters of interest	
	<input type="checkbox"/> Personal accounts/experiences	
	<input type="checkbox"/> Layout bi-monthly newsletter. Currently it is produced using MS Publisher and saved as a PDF files for both email distribution in color and printing in black & white (~25 copies).	
	<input type="checkbox"/> Print copies (currently print at Staples) and mail to about 10 individuals.	
	<input type="checkbox"/> Send via email to newsletter list.	
<b>Photographer</b>	<b>Take digital photographs at selected PFLAG meetings and events where PFLAG is present or at other related events that are newsworthy for our members</b>	
	<input type="checkbox"/> Provide photographs along with appropriate descriptions for publication in newsletter. Provide photographs with description for posting in website photo gallery or on chapter's Facebook page or Twitter account. Obtain releases from photo subjects where appropriate. (PFLAG has release forms.)	
<b>Speakers</b>	<b>Volunteers are needed to help educate others on issues affecting our LGBTQ families</b>	
	<input type="checkbox"/> Volunteer and/or secure others to speak on behalf of PFLAG at special events, at another LGBTQ organization event, at a school, at a employer's event, etc. Could be individual or group presentation. Be willing to tell your story.	
	<input type="checkbox"/> Coordinate speakers for chapter meetings, search out, recruit and schedule meeting speakers preferably for alternating months.	



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	<input type="checkbox"/>	Recommend and secure relevant videos for viewing at meetings	
	<input type="checkbox"/>	Be responsible for audio/visual set ups, including arranging for required equipment.	
<b>PrideFest &amp; Pride Parade</b>	<b>Held yearly in June – Providence, RI</b>		
	<input type="checkbox"/>	PrideFest Coordinator: Register with Pride; attend Pride’s PrideFest info meeting. Recruit & schedule volunteers; communicate day-of details to volunteers; perform post-event analysis & make recommendations for following year.	
	<input type="checkbox"/>	Ribbon Coordinator: Purchase ribbon supplies; host ribbon & button making session.	
	<input type="checkbox"/>	Ribbon Makers: Help make 3500+ rainbow ribbon pins.	
	<input type="checkbox"/>	T-shirt Coordinator: Determine design or use previous year’s. Determine sizes and amount needed, order/purchase t-shirts. Distribute to volunteers and display in booth as reward for donation.	
	<input type="checkbox"/>	Literature Coordinator: Obtain/print variety of hand-out literature based upon previous year’s count.	
	<input type="checkbox"/>	Swag Coordinator: Purchase additional booth and parade swag; e.g., pens, shopping bags, parade candy, etc.	
	<input type="checkbox"/>	Transportation Coordinator(s): Transport booth supplies to/from site. Includes tent, banner, literature, swag & other booth supplies.	
	<input type="checkbox"/>	Booth Set-up: Set up booth. ~45 minutes.	
	<input type="checkbox"/>	Booth Tear-down: Pack up booth. ~45 minutes.	
	<input type="checkbox"/>	Pinner: Pin PrideFest attendees with ribbon pins.	
	<input type="checkbox"/>	Booth Workers: Explain PFLAG and hand out literature and swag to those who come to booth.	
	<input type="checkbox"/>	Vehicle Driver: Supply and drive vehicle for Illumination Parade.	
	<input type="checkbox"/>	Vehicle Decorators: Help decorate vehicle with available decorate lights. Usually done the Friday night before the event. ~ 3 hours.	
	<input type="checkbox"/>	Vehicle Un-decorators: Help un-decorate the vehicle. Usually completed Saturday night immediately after the parade. ~ 1 hour.	
	<input type="checkbox"/>	Help with supplying parade supplies and/or decorating truck float, such as giveaways—candy, glow bracelets, etc., signs, lights, etc.	
<input type="checkbox"/>	Marchers: Walk the parade route. Wave, smile and enjoy the crowds. (Limited seating may be available in vehicle if a pick-up truck or similar vehicle is used.)		



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Category	Please check ✓ where interested	How much time can you commit?
<b>Financial</b>	<b>Financial/banking/bookkeeping</b>	
	<input type="checkbox"/> Chapter banking/accounting and financial reporting (State, IRS & PFLAG National)	
	<input type="checkbox"/> Chapter budget preparation/monitoring	
	<input type="checkbox"/> Fundraising	
	<input type="checkbox"/> Grant proposals	
	<input type="checkbox"/> Corporate donor solicitation	
<b>Miscellaneous</b>	<b>The following are other areas where you may be able to volunteer:</b>	
	<input type="checkbox"/> Pick up mail at Providence central post office preferably bi-weekly.	
	<input type="checkbox"/> Respond to emails/inquiries	
	<input type="checkbox"/> Graphic arts skills; create ads for PFLAG generally used in Options Magazine and other non-profit group event program books.	
	<input type="checkbox"/> Attend PFLAG National webinars	
<b>Other</b>	<b>What skills or talents do you have that you can share with us?</b>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

***(Complete the following application page ONLY IF you want to be considered for a BOARD and/or COMMITTEE HEAD POSITION.)***

PFLAG Greater Providence is a “working board”—board members are expected to:

- Commit to a one-year term for most board positions (2 years for President, Vice President, Secretary and Treasurer)
- Be familiar with the vision, mission and workings of PFLAG National and our chapter
- Work towards the yearly goals of the Greater Providence chapter
- Perform the duties of your particular position, enlisting volunteers and/or forming a committee, if needed
- Prepare for and report to our quarterly board meetings, generally held on the 3<sup>rd</sup> or 4<sup>th</sup> Friday in the months of January, April, July and October, from 6:30 – 8:30 p.m. at different board members’ homes.



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What board position(s) interests you?

<i>Position</i>	<i>Interested for now</i>	<i>Interested for future</i>	<i>Position</i>	<i>Interested for now</i>	<i>Interested for future</i>
President	<input type="checkbox"/>	<input type="checkbox"/>	Funding	<input type="checkbox"/>	<input type="checkbox"/>
Vice President	<input type="checkbox"/>	<input type="checkbox"/>	Technology	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	Facilitators	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	<input type="checkbox"/>	<input type="checkbox"/>	Library	<input type="checkbox"/>	<input type="checkbox"/>
Membership	<input type="checkbox"/>	<input type="checkbox"/>	Publications	<input type="checkbox"/>	<input type="checkbox"/>
Speakers	<input type="checkbox"/>	<input type="checkbox"/>	Newsletter	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	Outreach	<input type="checkbox"/>	<input type="checkbox"/>

How do you think PFLAG Greater Providence would benefit from your involvement on the Board or a committee?

Please write a brief bio of yourself that would be an appropriate introduction of you as a board member on our PFLAG Greater Providence website. Please make your description 100 - 150 words.