

At the home of Mary E. MacDonald & Karl R. Ackerman, 202 Haverhill Road, Topsfield, MA 01983

Thanks for your interest in volunteering!

Please complete and return this form to us by post, or scan & e-mail to: volunteer@rest-stop-ranch.org

Contact Information

First and last name:	(optional) Age/Birthday:
Community Group or Organization name:	
Age Group (please checkmark one group) <input type="checkbox"/> under 14 <input type="checkbox"/> 14-19 <input type="checkbox"/> 20-39 <input type="checkbox"/> 40-59 <input type="checkbox"/> 60-79 <input type="checkbox"/> 80-99 <input type="checkbox"/> 100+	
Contact e-mail:	Contact phone:
Mailing address:	
Emergency contact, name & phone:	

Please checkmark or X the boxes you are able and willing to help:

	Time-Frame When We Need Help	Volunteer Opportunity	Time Commitment Per Event	Minimum Commitment Required
<input type="checkbox"/>	Seasonal; Mar. 21 - Nov. 21	Gardens: Maintain & Build!	Thursdays, once-a-week. 9:00am - 12:00pm total time.	Most weeks. Absences allowed: 1 per month, or up to 7 total.
<input type="checkbox"/>	Seasonal; Apr.-Nov.	Programs: Sunday Stroll	Sundays, once-a-month. 10:30am - 2:30pm total time. 11am - 2pm event.	6 of 8 events
<input type="checkbox"/>	Seasonal; Apr.-Oct.	Programs: Memory Café in the Garden®	Saturdays, once-a-month, 9am-12:30pm total time. 10am - 12pm event.	5 of 7 events
<input type="checkbox"/>	Seasonal; Nov.-Mar.	Programs: Memory Café at Town Hall (Topsfield)	Saturdays, once-a-month, 9am-12:30pm total time. 10am - 12pm event.	4 of 5 events
<input type="checkbox"/>	Year-round	Outreach: Spread the Word!	Flexible	No minimum.
<input type="checkbox"/>	Year-round	Office: Patrol Papers! (and/or online data/files)	Flexible	Most weeks. 9 or 12 months minimum.

If you are part of a group or family who wants to volunteer, please check here _____ **Yes**

Please list two possible dates/times you could be available for a phone interview:

Date & Time Option 1:

Date & Time Option 2:

Work History

Reference Name, Relationship & Phone

Please list most recent work beginning with current job...

Employer _____ Dates: Begin - End _____

Job Title _____

Employer _____ Dates: Begin - End _____

Job Title _____

Employer _____ Dates: Begin - End _____

Job Title _____

Education

Reference Name, Relationship & Phone

Please list most recent education or training beginning with current...

School _____ Dates: Begin - End _____

Program/Major _____ Certificate or Degree _____

School _____ Dates: Begin - End _____

Program/Major _____ Certificate or Degree _____

School _____ Dates: Begin - End _____

Program/Major _____ Certificate or Degree _____

Skills - Office & Outreach

Next to each skill, please rate your ability: **N** (None/Not familiar) **S** (Some) **G** (Good) **E** (Expert)

Computer PC	Manage Paper files	Grant Writing
Computer MAC	Manage Digital files	Donor Relations
Word	Print from a PC or MAC	Fundraising Events
Excel	Copy/Manage copy jobs	Fundraising Planning
PowerPoint	Print/Copy Troubleshooting	Media Relations
Databases	Create Labels	Languages:_____
HTML or WebDesign	Collate Letters & Literature	Languages:_____

Please rate your ability, comfort, and interest levels with a **H** (High), **M** (Medium), or **L** (Low)

Skill	Ability Level	Comfort Level	Interest Level
Update Social Media Accounts			
Email established relationships			
Call established relationships			
Email new relationships			
Cold call new relationships			
Create an outreach strategy/integrated marketing			
Create an outreach plan/integrated marketing			

Skills - Gardens

Next to each skill, please rate your ability: **N** (None/Not familiar) **S** (Some) **G** (Good) **E** (Expert)

Water Plants- Hose;	Gather & Sort Sticks	Organize Birdfeed
Water Plants - Watering Can;	Walk Sticks to Pile	Fill Birdfeeders
Feed Plants	Assist with Burning Sticks	Clean Birdfeeders
Pick & Compost Deadheads	Rake Leaves or Sticks	Hurry Hoe Trails/Beds
Pick Flowers/Fruit	Weed Garden Beds	Edge Beds
Plant Seeds/Plants	Create Plant Labels	Prune Shrubs/Trees
Use Leaf Blower	Use Lawn Mower	Use Plate Compactor
Teach Garden Care	Design Gardens	Mentor/ADA Guide
Facilitate Hort Therapy	Master Gardener MA/NH	Horticulture Student

Skills - Hospitality/Programs

Next to each skill, please rate your ability: **N** (None/Not familiar) **S** (Some) **G** (Good) **E** (Expert)

Clean Hospitality Space (wipe down tables and seats)	Set-up/Break-down Event Space	
Greet/Welcome Guests	Collect Tickets	Guide Guests to/towards Areas of Interest
Manage Program Sign-in Desk	Companion a Guest	Be an Activity Docent
Be a Program Host	Host a Creative Program	Manage Farm Stand
Facilitate Guests Engaging in Garden Enjoyment (Flowers, Fish, Birds, Drums & Dance)		
Hospitality Student	Social Work Student	
Hospitality Mentor/Pro	Social Work Mentor/Pro	

Please tell us...

1. How did you hear about us?
2. What initially attracted you to Rest.Stop.Ranch volunteer opportunities?
3. Why is now a good time for you to volunteer at Rest.Stop.Ranch?
4. What are your expected outcomes from volunteering here?
5. What do you hope to give?
6. What do you hope to receive?

Thanks for your interest in volunteering with us!

Interview Notes: