



Retired Senior Volunteer Program  
in the Capital Region  
205 Husted Hall, 135 Western Ave., Albany, NY  
12222  
Phone: (518) 442-5585 Fax: (518) 442-5326

**REQUEST FOR VOLUNTEERS**

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Service(s) offered by agency: \_\_\_\_\_

Volunteer job title and description: \_\_\_\_\_

Qualifications/skills needed (refer to reverse side for list of skills and interests): \_\_\_\_\_

Hours needed per week: \_\_\_\_\_

	Yes	No
Is training necessary?	—	—
Is agency on bus route?	—	—
Is agency handicapped accessible?	—	—
Is parking available?	—	—
Does the agency offer the following:		
Free parking	—	—
Free coffee	—	—
Free meal	—	—
Other (explain) _____		

## Skills Worksheet

Please select from the following any skills which you wish to be considered in finding a volunteer for your site. Circle all that apply.

Acting/Drama/Theater	Adult Day Care
Arts & Crafts	Audiotaping for Blind
Bingo/Bingo Calling	Blind Services
Calligraphy	Career Counseling
Child Day Care	Computer: Word Processing, Data Entry
Congregate Meals	Cooking
Dancing: Performing	Dancing: Teaching/Calling
Disaster Preparedness	Discovery Box Program
Discussion Groups/Presentations	Driving/Transporting
Electrical Maintenance	Financial Planning
Food Pantry	Food Shuttle
Food Service/Nutrition	Fundraising: Events
Fundraising: General	Gardening/Plant Care
Handicapped	Handyman
Health Services: Blood Pressure/Mobile	Health Services: General
History	Homeland Security
Hospital: Gift Shop/Assistance	Hotline/Information Desk
Language: (specify)_____	Library Services
Man a Booth at Malls	Museum/Park Guide
Musical : Teach/Perform	Neighborhood Watch
Newsletters: Mailings	Newsletters: Write/Edit
Nursing Homes: Assist residents/Activities	Office Management
Office: Clerical	Office: General
Other Skill/Interest:_____	Painting/Fine Arts
Parenting Skills Education	Pastoral Care
Photography	Quilting/Knit/Crocheting
Reading to People	Reception/Hosting/Greeting
Recruiting Volunteers	Serve on Board/Committee
Sewing/Needlepoint	Sign Language/Work with Deaf
Singing/Sing-A-Long	Soup Kitchen
Special Events- Fairs, Luncheons	Tax Assisting/Bookkeeping
Telephone Assurance to the Elderly	Telephone Work
Thrift Shop	Tutoring/Mentoring
Veterans (Assisting To Obtain Benefits)	Visiting Sick/Homebound/Elderly
Woodworking	Youth Services