



U3A Ipswich is totally reliant upon its volunteers. Please let us know how you can assist with the operations of your organisation. This can be on a regular or on an ad-hoc basis. Please take a moment to complete this registration form and return it to: U3A Ipswich 25 Eileen Street BOOVAL QLD 4304 or Email: ipswichu3a@gmail.com

Can you be ?	YES	<i>Please provide details here of your past experiences or proposed activities</i>
A Tutor		
A Facilitator		
A Volunteer		

This information will be used to better match volunteers' skills with U3A operational needs and projects.	<i>Please circle and provide comments</i>
Marketing & Promotion	
Expos: manning stalls and information booths	
Cold calling the general public	
Fundraising	
Administrative support	
Photocopying, packaging of mailouts	
Handling money and receipting	
Microsoft Office Suite or similar software	
Web design and graphics	
Electronic Communications: Facebook/MailChimp/Texting	
Accounting packages	

Maintenance	<i>Please circle and provide comments</i>
Office cleaning: kitchen and vacuuming	
Cleaning of amenities such as toilets	
Assisting with Functions and Events	

Do you have experience with ?	YES	Level of experience or Type of Certificate
Drivers License		
First Aid		
Food Handling		

Additional skills or information which could benefit U3A Ipswich <i>please provide details here</i>

Full Name	
Phone	
Email	

