

# Payne Phalen District Five Planning Council

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1014 Payne Avenue  
Saint Paul, MN 55130  
(651) 774-5234 (Phone)  
(651) 774-9745 (Fax)  
[d5-director@visi.com](mailto:d5-director@visi.com)

Contact: Leslie McMurray, Director/Organizer

## District Five Volunteer Application

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### Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

### Availability

During which hours are you available for volunteer assignments?

- |   |   |
|---|---|
| <input type="checkbox"/> Weekday mornings   | <input type="checkbox"/> Weekend mornings   |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Weekend afternoons |
| <input type="checkbox"/> Weekday evenings   | <input type="checkbox"/> Weekend evenings   |

### Interests

Tell us in which areas you are interested in volunteering. Add to the list if your interest is not listed.

- Office Administration (Records, Filing, Phone Reception, greet visitors, information and referral)
- Recycling Program and Neighborhood Clean Ups
- Community Gardening
- Finance and fundraising
- Community Development and Economic Planning Committee
- Crime Prevention and Block Club Organizing
- Neighborhood Action Committee (Welcome Kits, Crime Prevention, National Night Out, Youth)
- Special Services (Legal consultation, organizational development, training)
- Events (Planning and organizing special events, meetings and forums)
- Field work (Door to door canvassing, community outreach, issue analysis and strategy)
- Fundraising (Finance Committee, Grant writing, Prospect Research, Evaluation)
- Marketing and Publicity (Media relations, writing articles, web resources, brochures, graphics)
- Phone Reception and Outreach
- Newsletter production (on-line and print communication to community stakeholders)
- Volunteer coordination (Assist staff and Board with leadership recruitment and development)
- Translation (Assist staff with both cultural and language translation – verbal, written and culturally specific outreach)
- Youth work (Homework assistance, field trip chaperones, assist staff with job and life skills curriculum, provide respectful positive mentoring to young person living in District Five)
- Transportation (Obtain defensive driving class and offer occasional transport to community participants)
- Special Skills ( Example: Cooking, Mentoring, Construction, Tutoring, Cleaning or Maintenance, Sewing, Gardening, Small Business owner, recreation, providing hospitality, conducting research, etc.. Please list below.)

## Your Unique Interests, Skills and/or Qualifications

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Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

## Previous Volunteer Experience

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Summarize your previous volunteer experience.

## Person to Notify in Case of Emergency

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Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Agreement and Signature

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By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in being dismissed from the program. I agree to abide by all discussed confidentiality, communication and volunteer policies that may affect this position.

Name (printed)	
Signature	
Date	

## Our Policy

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It is the policy of District Five Planning Council to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. This information will be treated with respect and confidentiality.

Thank you for completing this application form and for your interest in volunteering with us.