

Corporate Volunteer Skills and Availability Form

Please complete this form to help match your professional skills and availability with upcoming corporate volunteering initiatives. This document can be filled out digitally or printed and completed by hand.

1. Employee Information

Full Name:

Job Title:

Department / Branch:

Work Email Address:

Phone Number:

2. Skills & Areas of Expertise

Primary Professional Skill (e.g., Marketing, IT, Project Management):

Secondary Skills / Certifications:

Languages Spoken (other than English):

Previous Volunteer Experience:

3. Availability & Preferences

Preferred Days of the Week (e.g., Mondays, Weekends):

Preferred Time of Day (e.g., Morning, Afternoon, Evening):

Estimated Hours of Availability per Month:

Preferred Volunteer Causes (e.g., Education, Environment, Youth Mentorship):

4. Emergency Contact

Emergency Contact Name:

Relationship to Employee:

Emergency Contact Phone Number: