

PASS Volunteer Application

Name: _____

Phone Number: _____

E-mail: _____

Home Address: _____

My Child(ren) Attend(s) _____ Schools

I'd like to volunteer by:

- Attending PASS Volunteer Working Group monthly meetings
- Attending meetings, and/or meet with different clubs to inform the groups about PASS and PASS workshops/activities
- Researching what other communities are doing, including special interests such as homeschoolers
- Creating flyers and other PASS posters
- Disseminating flyers and other PASS posters
- Maintaining Parent Resource Center stock; request refills and ensure currency
- Facilitating or assisting with PASS workshops
- Maintaining volunteer database, update e-mail groupings
- Networking by forwarding e-mails to other parents
- Recruiting PASS volunteers

Return to Airman & Family Readiness Center (Bldg 732) or e-mail to angela.edwards.10@us.af.mil.

PASS Volunteer Job Description

Job Title: PASS Working Group Volunteer

Specific Job Responsibilities: The purpose of the PASS Volunteer Working Group is to provide a forum for parents who work at or live within the school districts surrounding McConnell Air Force Base. It also gives them the opportunity to mentor other parents, peer-to-peer. Volunteers attend monthly meetings and participate in activities such as:

- Recruiting additional volunteers
- Providing ideas for marketing
- Creating and disseminating marketing materials
- Brainstorming ideas for workshops
- Assisting in creating content for and/or presenting workshops
- Promoting PASS by attending meetings of local organizations or clubs.
- Attending meetings and participating with PTAs/PTOs
- Providing peer-to-peer mentoring
- Help maintain resources within the A&FRC by organizing and restocking resources, and identifying new items to be included in the library.
- Equipment or machines required to operate: Volunteers can utilize computers, printers, shredder, fax machine, folding machine, binding machine and copiers at A&FRC.

Duties are to be performed at: McConnell Airman & Family Readiness Center, Bldg 732

Days of Work: Determined by Volunteer, A&FRC is open Monday-Friday

Hours per day: Determine by Volunteer; A&FRC open hours are 7:30am – 5pm

Appropriate Dress: Business Casual