



## *Volunteer Sign-Up Sheet*

### **Career Awareness Day Volunteers needed:**

1. **Group Leaders** – 10-15 leaders are needed to guide the kids on August 4<sup>th</sup> in viewing the different professions
2. **Additional Professions** – lawyers, social workers, culinary, web design, video game design, and more...
3. **Food Pick Up** – assist by picking up the food and beverages on the day of the event
4. **Transportation** – transportation for kids attending the event (maybe you could get your church's van involved or maybe you know a bus driver)
5. **Collect** – set up a drop off box in your office and collect backpacks, pens, paper, pencils needed for the kids attending the event to have for a fresh start at school
6. **Sponsor a Student** – you could sponsor a student just by donating \$25 to the PMJF and we will see that student leaves with all the tools listed above and more.
7. **Confirmation caller** – follow up with the kids that have signed up for the event and once you have received confirmation, create their name badge for that day

### **Everyday Volunteer Opportunities:**

1. **Media** - make contacts and work with media on events (Giving Back, Fundraisers, etc.)
2. **Print** - writing of documents for promotional use; ongoing and specific events
3. **Database** - databases for the following:
  - a. volunteers (names and hours)
  - b. donors (names and amounts)
  - c. mailing list/mail merger
4. **Runners** - pick up donated items from area drop-off locations.
5. **PR** - educate local groups, etc.
6. **Coordinators** - coordinate events; secure sites, coordinate other volunteers
7. **Grantwriting**- helping the foundation secure needed funds for on-going programs/projects

We would like for volunteers to commit to 2-5hours a week/15-20 hours per month. Your commitment to helping others is greatly appreciated.

*Let us know how you would like to help!*

**Any questions or comments may be directed to Preston Mitchum, Jr.  
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**[www.pmjfoundation.org](http://www.pmjfoundation.org)**

