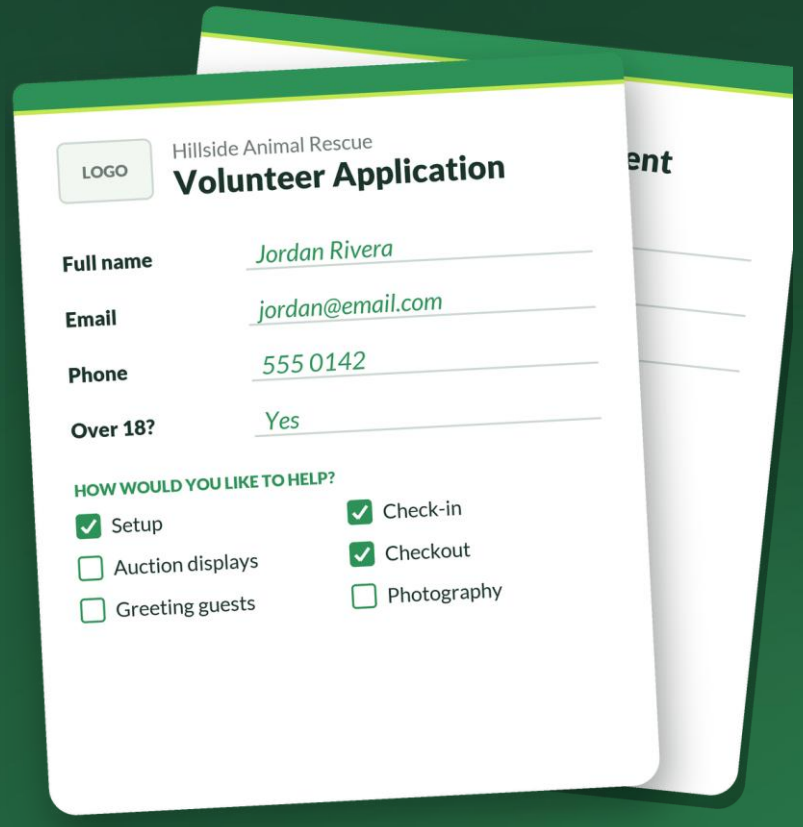
GalaBid

FREE VOLUNTEER FORMS PACK

# Volunteer *Forms Pack*

Seven ready-to-print forms to recruit, confirm, protect, brief and thank your volunteers, from first application to hours logged.

RECRUIT · CONFIRM · BRIEF · THANK




Trusted by fundraisers since 2011 · galabid.com

START HERE

# Which form *do you need?*

Each form prints on 8.5 x 11 in paper with space for your logo. Fill in the **[bracketed]** details, then print or share.


| Form | Use it when | Page |
|---|---|---|
| **Volunteer application** | Someone wants to volunteer with you | 4 |
| **Volunteer agreement** | A volunteer is confirmed for a role | 5 |
| **Liability waiver and release** | Volunteers do physical tasks or work off-site | 6 |
| **Photo and media consent** | You'll share photos of volunteers | 7 |
| **Role card** | Before every shift, so each volunteer knows their job | 8 |
| **Shift sign-up sheet** | Planning who works when | 9 |
| **Volunteer hours log** | Tracking hours for thank-yous, awards or school credit | 10 |


## Your volunteer process at a glance

**Application** → **Agreement (+ waiver and consent if needed)** → **Role card and shift** → **Hours logged** → **Thank you**

**Who keeps the forms:** _____ **Where they're stored:** _____ **Kept for:** ____ years

**Waiver note:** have your waiver reviewed by a lawyer or your insurer before using it, since requirements vary by state.

BRIEF AND THANK

# Brief them well, *thank them often*

A role card before every shift means nobody has to guess. A thank-you at every milestone keeps volunteers coming back.

EXAMPLE ROLE CARD

## Check-in volunteer

**Your job, step by step**

1. Greet each guest and find their name on the list
2. Hand over their bid number or help them open the bidding link on their phone
3. Point them to the bar and silent auction
4. Send any questions about tickets to **[name]**

*Blank role cards are on page 8, two to a page.*

THANK-YOU MESSAGE

Hi **[name]**, you've given **[x]** hours to **[organization name]** this year. Thank you! Your time helped us **[result]**. We couldn't do it without you.

SEND IT AT EVERY MILESTONE

| 10 | 25 | 50 | 100 |
|---|---|---|---|
| hours | hours | hours | hours |

[Logo]

[Organization name]

# Volunteer Application

## ABOUT YOU

**Full name** _____

**Preferred name** _____

**Email** _____

**Phone** _____

**Address** _____

**Are you 18 or older?** ☐ Yes ☐ No (if no, a parent or guardian must sign the waiver)

## HOW WOULD YOU LIKE TO HELP? (TICK ALL THAT APPLY)

☐ Setup and teardown
☐ Check-in and registration
☐ Auction item displays
☐ Checkout and item pickup
☐ Raffle ticket sales
☐ Greeting guests
☐ Photography
☐ Social media
☐ Admin and data entry
☐ Other: _____

## WHEN ARE YOU AVAILABLE?

| | Morning | Afternoon | Evening |
|---|---|---|---|
| **Weekdays** | ☐ | ☐ | ☐ |
| **Weekends** | ☐ | ☐ | ☐ |
| **Event day ([date])** | ☐ | ☐ | ☐ |

## A LITTLE MORE ABOUT YOU

**Skills or experience you'd like to share** _____

**Anything we should know (access needs, allergies, physical limits)** _____

## EMERGENCY CONTACT

**Name** _____ **Relationship** _____ **Phone** _____

**How did you hear about us?** _____

**Signature** _____ **Date** _____

[Logo]

[Organization name]

# Volunteer Agreement

This agreement confirms the role of **[volunteer name]** as a volunteer with **[organization name]**.

## YOUR ROLE

**Role** _____

**Supervisor** _____

**Start date** _____

**Expected time** ____ hours per **[week / month / event]**

**Where** _____

## [ORGANIZATION NAME] AGREES TO:

- Explain your role and give you the information and training you need
- Tell you who to ask for help
- Keep your personal information private
- Thank you and recognize your contribution

## AS A VOLUNTEER, I AGREE TO:

- Carry out my role as described, and follow reasonable instructions
- Tell my supervisor as early as possible if I can't attend
- Keep confidential any personal information about supporters, guests or staff
- Follow the organization's policies, including on safety and conduct
- Handle any funds collected according to the organization's procedures
- Not represent myself as an employee, and not receive payment for this role

I understand that this is a voluntary role, not employment, and that either party can end it at any time.

## SIGNATURES

**Volunteer signature** _____ **Date** _____

**Organization signature** _____ **Name and title** _____ **Date** _____

[Logo]

[Organization name]

# Volunteer Waiver and Release

I, **[volunteer name]**, am volunteering with **[organization name]** for **[activity or event]** on **[date or dates]**.

I understand that volunteering may involve **[describe activities, for example: lifting and carrying, setting up tables, working outdoors]**, and that these activities carry some risk of injury.

I confirm that I'm physically able to take part, and that I'll tell my supervisor if I can't safely do a task.

In consideration of being allowed to volunteer, I release **[organization name]**, its board, staff and volunteers from claims for injury or loss arising from my volunteer activities, except where caused by their gross negligence or willful misconduct.

I authorize **[organization name]** to seek emergency medical care for me if needed.

## VOLUNTEER

**Signature** _____ **Printed name** _____ **Date** _____

## FOR VOLUNTEERS UNDER 18

I am the parent or legal guardian of the volunteer named above, and I agree to these terms on their behalf.

**Parent or guardian signature** _____ **Date** _____

**Printed name** _____ **Phone** _____

[Logo]

[Organization name]

# Photo and Media Consent

We'd love to share photos and videos from **[event or program]** to thank our volunteers and show our community what we do.

**Please choose one:**

☐ **Yes,** you may use photos and videos of me in **[organization name]**'s website, social media, newsletters and printed materials.

☐ **Yes, but** don't use my name with any photo.

☐ **No,** please don't use photos or videos of me.

I understand I can change my choice at any time by contacting **[email]**.

**Name** _____ **Signature** _____ **Date** _____

**Parent or guardian (if under 18)** _____

[Logo]

[Organization name]

Photo and Media Consent

We'd love to share photos and videos from [event or program] to thank our volunteers and show our community what we do.

Please choose one:

☐ Yes, you may use photos and videos of me in [organization name]'s website, social media, newsletters and printed materials.

☐ Yes, but don't use my name with any photo.

☐ No, please don't use photos or videos of me.

I understand I can change my choice at any time by contacting [email].

Name _____ Signature _____ Date _____

Parent or guardian (if under 18) _____

ROLE CARD

# Role: _____

[Organization name]

Thank you for helping us raise funds for [cause]!

**Shift** [date] · [start] to [end]

**Report to** _____ at _____

**Wear**

**Bring**

## YOUR JOB, STEP BY STEP

1

2

3

4

**If a guest asks about** _____ **say** _____

**If something goes wrong, call** _____ **on** _____

**Before you leave** _____


ROLE CARD

# Role: _____

[Organization name]

Thank you for helping us raise funds for [cause]!

**Shift** [date] · [start] to [end]

**Report to** _____ at _____

**Wear**

**Bring**

## YOUR JOB, STEP BY STEP

1

2

3

4

**If a guest asks about** _____ **say** _____

**If something goes wrong, call** _____ **on** _____

**Before you leave** _____

[Logo]

[Organization name]

# Shift Sign-Up Sheet

**[Event or program] · [Date]**

| Role | Shift | Needed | Name | Phone | Confirmed |
|---|---|---|---|---|---|
| **Setup** | [time] to [time] | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| **Check-in** | [time] to [time] | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| **Auction item displays** | [time] to [time] | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| **Raffle ticket sales** | [time] to [time] | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| **Checkout and item pickup** | [time] to [time] | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |
| **Teardown** | [time] to [time] | | | | ☐ |
| | | | | | ☐ |
| | | | | | ☐ |

**Reminder schedule:** ☐ confirm one week before ☐ reminder text the day before

[Logo]

[Organization name]

# Volunteer Hours Log

**Volunteer:** _____ **Year:** _____

| Date | Activity or event | Start | End | Hours | Supervisor initials |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |

**Total hours this year:** _____

**Thank-you milestones:** ☐ 10 hours ☐ 25 hours ☐ 50 hours ☐ 100 hours

TAKE IT ONLINE

# Take your fundraising *online with GalaBid*

Your volunteers make the fundraising event happen. Give your supporters one place online to take part.

- ✓ **Donations, raffles, auctions and event tickets**
- ✓ **Payments go straight into your own Stripe account**
- ✓ **Zoom support calls and a Campaign Health Check**
- ✓ **One campaign page to share with your supporters**
- ✓ **Help from real people by live chat, 7 days a week**

**See pricing for your region: galabid.com/pricing**

GalaBid

*Raise more, stress less.*