



ATC Headquarters Volunteer Application

Date: _____

Name: _____

Nickname or trail name: _____

Address: _____

Daytime telephone: _____ Evening: _____

E-mail: _____

Emergency contact:

Name: _____ Relationship: _____

Daytime telephone: _____ Evening: _____

I am interested in working at the ATC Headquarters in Harpers Ferry, W.Va., as:

A conservation volunteer

An information volunteer

A shipping volunteer at the Burr Fulfillment Center, 10 miles north of Harpers Ferry, W.Va.

A floating volunteer, working where needed

SKILLS/WORK PREFERENCES (please check one or both columns as applicable)

	Have Experience	Willing to help		Have experience	Willing to help
Information Center			Computer Skills		
Greeting visitors	<input type="checkbox"/>	<input type="checkbox"/>	Data entry	<input type="checkbox"/>	<input type="checkbox"/>
A.T. info	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>
Local info	<input type="checkbox"/>	<input type="checkbox"/>	Excel	<input type="checkbox"/>	<input type="checkbox"/>
Answering mail	<input type="checkbox"/>	<input type="checkbox"/>	Access	<input type="checkbox"/>	<input type="checkbox"/>
Answering e-mail	<input type="checkbox"/>	<input type="checkbox"/>	Database design	<input type="checkbox"/>	<input type="checkbox"/>
Answering phone queries	<input type="checkbox"/>	<input type="checkbox"/>	GIS/Mapping	<input type="checkbox"/>	<input type="checkbox"/>
Cash register	<input type="checkbox"/>	<input type="checkbox"/>	Shipping		
Leading hikes	<input type="checkbox"/>	<input type="checkbox"/>	Assembling map sets	<input type="checkbox"/>	<input type="checkbox"/>
Giving talks	<input type="checkbox"/>	<input type="checkbox"/>	Folding T-shirts, etc.	<input type="checkbox"/>	<input type="checkbox"/>
2,000-miler certificates	<input type="checkbox"/>	<input type="checkbox"/>	Hands-On Work		
General Office			Minor building repairs	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	Yard work	<input type="checkbox"/>	<input type="checkbox"/>
Photocopying	<input type="checkbox"/>	<input type="checkbox"/>			
Assisting with mailings	<input type="checkbox"/>	<input type="checkbox"/>			
Math skills	<input type="checkbox"/>	<input type="checkbox"/>			
Proofreading	<input type="checkbox"/>	<input type="checkbox"/>			
Writing/editing	<input type="checkbox"/>	<input type="checkbox"/>			

Other skills: _____

SCHEDULE

Regular volunteers Days of the week available: _____

On-call volunteers Frequency of availability: _____

Days of the week available: _____

Short-term volunteers Dates available: _____

LODGING

- I plan to stay at Bears Den Hostel (25 miles away in Bluemont, Virginia).
- I would like to stay at one of the volunteer apartments in Harpers Ferry, if available.
- I will make my own arrangements or do not need lodging.

BACKGROUND

Sections of the A.T. hiked: _____

Backpacking/hiking experience: _____

ATC member? Yes No If A.T. maintaining-club member, which club? _____

Volunteer experience related to A.T.: _____

Other volunteer experience: _____

Education: _____

Work Experience: _____

Any medical conditions we should be aware of (weightlifting restrictions, allergies, etc.)? Yes No

If yes, please explain: _____

Anything else that might be helpful for us to know? _____

Why do you want to volunteer at ATC headquarters? _____

How did you find out about volunteering opportunities at ATC headquarters? _____

REFERENCES

Please list **two** references; preferably employers, teachers, or volunteer supervisors rather than friends or relatives.

Name: _____ Title: _____

Organization: _____

City: _____ State: _____ Zip: _____

Daytime telephone: _____ Evening: _____

E-mail: _____

Please describe the situation in which you know the person you are listing as a reference:

Name: _____ Title: _____

Organization: _____

City: _____ State: _____ Zip: _____

Daytime telephone: _____ Evening: _____

E-mail: _____

Please describe the situation in which you know the person you are listing as a reference:

Any questions about volunteering at ATC or filling out this form? Contact Laurie Potteiger at (304) 535-6331 x 128 or lpotteiger@appalachiantrail.org.

Please return completed form to: Laurie Potteiger
Appalachian Trail Conservancy
P.O. Box 807
Harpers Ferry, WV 25425