



Dear Potential Volunteer,

Thank you for your interest in becoming an office volunteer at Big Apple Greeter.

Big Apple Greeter is a welcome visitor program. Since our beginning in 1992, we have welcomed more than 90,000 visitors from the United States and all over the world. Volunteer greeters are paired with visitors to show what they know and love about our city and their neighborhoods, thereby enhancing the city's image and enriching the visitors' experience.

Please read through the information and fill in the application accurately and completely. **Please note:** we will need your **email address** and your telephone number must have **voice mail** for your application to be considered.

There are many volunteer positions in the Big Apple Greeter office, including answering email and telephones, processing visitor requests, matching greeter and visitors, special projects, website work, and more. Each position has a different minimum time requirement and requires different skills.

We will contact you after we have reviewed your application to let you know if we would like to interview you at this time, or hold your application on file for the future.

We appreciate your interest and share your enthusiasm for our great city. We hope to speak to you soon and include you in our program.

Sincerely,

A handwritten signature in black ink that reads "Gail Morse". The signature is written in a cursive, flowing style.

Gail Morse
Director of Programs and Volunteers



Office Volunteer Application

Name: _____ Date: _____

Address: _____ Apt #: _____

City, State: _____ Zip: _____

Fax #: _____ E-mail: _____

	Phone #	Best time to call
Daytime		
Evening		
Weekend		
Cell Phone		

1. Please indicate your availability for volunteering with a “Y” for yes. Insert a “?” if your availability varies.

Time Available	Mon	Tue	Wed	Thu	Fri
Morning					
Afternoon					

2. Are you fluent or nearly fluent in any language(s) other than English? Yes / No (circle one) Which language(s)?

3. Do you speak English fluently? Yes / No (circle one)

4. Please indicate how you would like to be involved in the office.

Some familiarity with computers is helpful and a minimum commitment of 2 days a week is necessary for the following:

_____ Data Entry

_____ Office Greeter- processes visitor request for a Greeter

_____ Assisting the Volunteer Manager

_____ Volunteer Coordinator- Matches visitors with the Greeter

Familiarity with computers is not necessary for the following:

_____ Clerical responsibilities

_____ Hand addressing and stuffing envelopes

_____ Delivering packages

_____ Other types of help you would like to offer _____

5. Time Commitment

a) How many days per week are you available? _____

b) Are you only available periodically? Yes / No (circle one)

c) Are you available on short notice? Yes / No (circle one)

6. Occupational Background

Current Position: _____

Previous Position: _____

7. Please list any previous volunteer experience.

8. How did you learn about Big Apple Greeter? Please be specific.

9. Why do you want to volunteer for Big Apple Greeter? What is it that you would like to get out of the program?

10. Have you worked with the public before? Yes / No (circle one) If yes, please explain.

11. Are there any medical or other considerations that might limit your time or mobility? Yes / No (circle one) If yes, please explain.

12. Are you 18 years of age or older? Yes / No (circle one)

13. Our volunteer and visitors come from all walks of life. Are you willing to serve people of any race, color, creed, gender, age, sexual orientation, marital status, or disability? Yes / No (circle one)

14. Is there anything you would like to add? Please explain below.

15. Reference: _____

Relationship to reference: _____

Daytime Phone #: _____

Evening Phone #: _____ Cell Phone #: _____

16. In an emergency, who should we contact?

Contact: _____ Relationship: _____

Daytime Phone #: _____ Eve Phone #: _____

Cell Phone: _____

17. I understand that neither the Office of the Manhattan Borough President, the City of New York or Big Apple Greeter assumes responsibility for any injury or monetary damages incurred by me while performing my duties as a Big Apple Greeter. Yes / No (circle one)

18. I understand that all documents created for Big Apple Greeter are the sole property of the agency. Yes / No (circle one)

I have read and understand the policy of Big Apple Greeter and I agree to abide by this policy.

Signature: _____

Print Name: _____

Date: _____

Please keep the policy for your records and return this application to:

Director of Volunteers
Big Apple Greeter
1 Centre Street
New York, NY 10007

Big Apple Greeter accepts volunteers without regard to race, color, creed, gender, age, sexual orientation, marital status, or disability.



THE POLICIES OF BIG APPLE GREETER For Office Volunteers

WELCOME!

Big Apple Greeter's mission is to enhance the worldwide image of New York City by connecting visitors with knowledgeable and enthusiastic volunteers. Volunteers support the mission by being friendly, courteous and helpful and by showing a genuine devotion to and respect for New York City. You make New York special.

WE WELCOME THE WORLD

Volunteers for Big Apple Greeter welcome all people and do not discriminate based on race, color, creed, gender, age, sexual orientation, marital status, or disability.

REMOVAL AS A BIG APPLE GREETER OFFICE VOLUNTEER

Big Apple Greeter reserves the right to reject a prospective volunteer or to dismiss a current volunteer for any reason whenever, in its opinion, such action is warranted.

Cause for rejection or dismissal includes, but is not limited to, actions illustrated in the following examples:

- Engaging in discrimination or harassment based upon race, color, creed, gender, age, sexual orientation, marital status, or disability, regardless of whether it is verbal (e.g., epithets, derogatory statements, slurs, sexual innuendo or unwanted sexual advances), physical (e.g., assault or inappropriate physical contact), or visual (e.g., posters, cartoons or drawings), may result in termination from the Greeter Program.
- Engaging in any conduct which could bring disrepute to Big Apple Greeter.
- Failure to attend required office sessions, outings or meetings.
- Using any activities associated with Big Apple Greeter as an opportunity to solicit any personal cause or business.
- Drinking alcoholic beverages, being intoxicated or under the influence of drugs while pursuing any activities associated with Big Apple Greeter.
- Misuse or using New York City DCAS-issued ID badge for unauthorized purposes.
- Repeated failure to notify Big Apple Greeter when you must be absent from the office.
- Inappropriate use of office email, snail mail, telephone and internet as set out in the Personnel Policies and Practices statement given to new office volunteers on at the start of their service.
- Violating Big Apple Greeter's policies.