



Promoting project management certification, PMI and project management professionalism to the community.



## PMI VOLUNTEER INFORMATION FORM

*VOLUNTEER INFORMATION: (Fields in bold are required)*  
To  yes or no boxes, double-click on the box, then click 'checked'

<b>1 Volunteer Name:</b>	<b>2 Daytime phone:</b>
<b>3 Date submitted:</b>	<b>4 Evening phone:</b>
<b>5 Employer:</b>	<b>6 Email address:</b>
<b>7 Date/duration available:</b>	<b>8 Available hours per week:</b>
<b>9 PMP certified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>10 Willing to teach PMP prep class:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>11 If yes, specify PMBoK area(s):</b>

<b>12 Interested in a <i>specific</i> committee or role:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, I'm willing to support any committee
<b>13 If yes, please specify :</b> Desired Committee(s) (Newsletter, PMP Prep Course, Sponsorship.): Desired role: Other activities (corporate outreach, seminars, etc.):
<b>14 Willing to be committee chair:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>15 Please indicate your knowledge / proficiency level:</b>  <b>Skills</b> (PM, communications, html, publishing, PM tools, instruction, etc.): <b>Industry Knowledge</b> (IT, Manufacturing, Automotive, etc.): <b>PM Experience</b> (Project leader, PMO, scheduler, etc.): <b>Other Certifications:</b> <b>PMBoK Area Knowledge</b> (Risk, Cost, etc.): <b>Other:</b>



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**ACTUAL VOLUNTEER ACTIVITIES: (for PMI Olympia Board of Directors Use Only)**  
**For multiple volunteer activities, attach additional sheets as necessary**

<b>21 Contacted by :</b>	<b>22 Date contacted:</b>
<b>23 Still Available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>24 Assigned to ___ Committee</b>	<b>25 Role:</b> <b>Chairperson :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>26 Actual start of volunteer involvement:</b>	<b>27 Actual end date of volunteer involvement:</b>
<b>28 Qualify for PDU's:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Number of PDU's:</b>	<b>29 Comments:</b>

### Request Volunteers Form

**REQUEST INFORMATION:** (Fields in bold are required)  
**To  yes or no boxes, double-click on the box, and then click 'checked'**

<b>1 Requestor Name:</b>	<b>2 Requestor's Phone:</b>
<b>3 Committee Chair Name:</b>	<b>4 Committee Chair Phone:</b>
<b>5 Date request submitted:</b>	
<b>6 Committee Name:</b>	
<b>7 Brief description of Committee Purpose:</b>	
<b>8 Description of Activities to be Performed by Volunteers:</b>	
<b>9 Date volunteers needed:</b>	<b>10 Timeframe/duration (start &amp; end dates):</b>
<b>11 PMP required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> preferred	<b>12 Commitment (Expected hours per week):</b>
<b>13 Are specific skills required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>14 Estimated effort hours (total per person):</b>



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**15 If Yes, specify Candidate Requirements & Proficiency level:**

Skills:

Industry Knowledge (IT, Manufacturing, Automotive, etc.):

Experience:

Certifications:

PMBOK:

Other:

**16 STAFFING ESTIMATES:**

<b>Role</b>	<b># Required</b>
Chairperson	
Instructors	
Other (specify role)	
Other (specify role)	
Other (specify role)	
Other (specify role)	