



# VOLUNTEER OPPORTUNITIES

The Pence Gallery is a nonprofit art organization that depends upon volunteer support and expertise. We welcome your involvement!

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, ZIP \_\_\_\_\_

**1. Member of Pence?**     Yes     No

Please consider becoming a member of the Pence, as you will be up to date on the most current Gallery information.

**2. Time availability** (check any that apply)

- Tues     Wed     Thu     Fri     Sat     Sun  
 11:30 AM - 2:30 PM     2:30 - 5 PM     Evening

**3. Please choose an area (or more) that you would like to volunteer in:**

- Art Auction event (Aug-Sep)  
Help with Auction event
- Garden Tour event (May)  
Garden Greeter, help w/food or set-up
- Gallery Greeters: 1-2x / month  
Serve as gallery sitter, answer phones and handle sales  
(Tue-Sun, 11:30 AM - 2:30 PM or 2:30 - 5 PM)
- 2nd Friday ArtAbout receptions, 6-9 PM (monthly)  
Aid in set-up of food, and pouring drinks (must be 21 years of age)
- Administrative Tasks, as needed  
Help with mailings and other office jobs

Please complete this form and fax back to 530-758-4670, email it to Katharine Schultz, pencegallery@gmail.com or drop off at the Gallery at 212 D Street, Davis, CA 95616. Thank you~

**INTERNAL USE:**

Received date \_\_\_\_/\_\_\_\_/\_\_\_\_     Recorded in database     Given copy to Scheduler     Met with Volunteer