

***Include an \$85 check made out to SOAR, Inc. (write "SOAR dues" on the memo line)
with this Registration Form.**

***Send to: SOAR, 382 Van Housen Ext., SUNY Potsdam, 44 Pierrepoint Ave., Potsdam, NY 13676**

SUGGESTIONS for presenters and courses: What suggestions do you have for future courses? Please include, whenever possible, contact information for prospective presenters for courses you suggest.

VOLUNTEERING - COMMITTEES and COURSE AMBASSADORS

SOAR is a member-run organization that depends on the volunteer efforts of its members. Please consider volunteering your time to help our SOAR organization.

COMMITTEES that would greatly appreciate your help, with a brief description of their responsibilities:

Please place a check mark in the blanks next to any of the following committees that you are interested in joining:

☐ **Scheduling Committee** - The SOAR Scheduling Committee has an organizational meeting twice a year to kick off the scheduling process for the upcoming semester's classes. After those meetings, most of the committee's work is done individually at home on one's computer. Members should be able to use and lightly edit both Word and Excel files, which are sent via email.

☐ **Registration Committee** - Members help to prepare registration materials, contact and schedule registration volunteers and oversee/help volunteers with the registration process in the SOAR office.

☐ **Registration Volunteers** – Volunteers work in the SOAR office to register members into courses and prepare the return mailing with the member's registration letter.

COURSE AMBASSADOR

Each SOAR course has an Ambassador who contacts the presenter before the course begins, attends course classes, takes attendance and assists the presenter.

Please check one selection on the form below to express your interest.

Ambassador Interest Form

Name: _____

Please check one selection below:

☐ I do not wish to be an ambassador this semester.

☐ I am interested in being an ambassador for any course in which I am registered.

☐ I am interested in being an ambassador for only the following courses:

#_____ Course name: _____

#_____ Course name: _____

Email: _____ Phone: _____