



Volunteer Prospect Process

Get Involved!

- 1.** Fully complete the data sheet and return to the Office of the Village Clerk.
- 2.** You will receive a letter confirming receipt of your application. Your application will be kept on file until a position opens or for up to two years.
- 3.** When a position opens, you will receive a letter and/or a call from the Clerk's Office inviting you to attend a prospects meeting.
- 4.** At the prospects meeting, you will meet the following individuals: the chairperson of the prospective committee, the Village Clerk, the Citizen Involvement Commission chairman and liaison, and other prospects. After brief introductions, prospects will state why they would like to serve on the committee. A general discussion period with questions and answers will follow.
- 5.** Prospects will be notified by the Village Clerk, by mail or by telephone phone, of whether or not they have been chosen to serve on the desired committee. Spaces may not always be available spaces for all prospects and there may be more prospects than spaces available for a particular committee. Some prospects may be asked to serve on a different committee than that for which they applied.
- 6.** If selected for a committee, the Board of Trustees approves the prospect's term. Upon such approval, the prospect is sent a letter regarding his or her appointment to a particular board, committee or commission, which includes the length of the term and other information pertaining to the Village. Each prospect selected also receives a Performance Pledge, which is to be signed and returned to the Village Clerk prior to assuming his/her position.
- 7.** If a prospect cannot attend a particular prospect meeting, is not appointed after a particular prospect meeting or declines the position offered, his/her name will remain on file in the database of the Office of the Village Clerk (not to exceed two years) or until the next scheduled prospect meeting. Feel free to contact the Village Clerk's Office for the status of your application. After two years, you are welcome to reaffirm your interest.
- 8.** If you have any questions pertaining to the above process, please contact the Office of the Village Clerk at 708.358.5670.



Volunteer Data Sheet

The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

708.383.6400
Fax 708.383.6692
TTY 708.383.0048
village@oak-park.us

Thank you for your willingness to serve as a community volunteer. The following information will assist us in ascertaining the best position for you to utilize your experience, abilities and interests.

Name _____		Date _____
Address _____		E-mail Address _____
Daytime Phone Number _____	Evening Phone Number _____	

List in order of preference at least two boards and/or commissions on which you would like to serve. Please indicate if you have attended a meeting of the selected boards/commissions.

1. _____
2. _____
3. _____

Availability

Please indicate your availability on a regular basis:

- Anytime (as needed) Weekly Semi-Monthly Monthly Intermittently

Employment Activity

Educational Data

Degrees (if any)

Other Educational Experience

Community Activities, Professional Organizations or Other Interests

Please indicate how you can best be of service to Oak Park:

Tell Us About Yourself

You are not required to answer the following questions. These questions are asked to assist the Village in attaining diversified representation and, in some cases, to satisfy federal funding requirements.

Female Male Transgender Race _____

Birth date _____ Rent Own Student (or living with parents)

Length of Residence in Oak Park _____ Religion _____ Ages of Children _____

Married Single Formerly Married Partnered

Physical Disabilities: _____

How did you hear about the Village's volunteer boards and commissions?

OP/FYI Newsletter VOP-TV6 Village Website Newspaper Other _____

Friend Brochure/Flyer

Please Return Completed Form to:

Village Clerk
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

All meetings are open to the public. Please join us.