

AVAILABILITY FOR OFFICE DUTY 2022

If available for office duty in 2022 please complete the following:

Name:

.....

Address:

.....

.....**Post code:**

Contact Tel. number:

Mob:.....**Home:**.....

Email:

.....

Availability (please circle the appropriate choice)

Day/s of the week:-

Monday Tuesday Wednesday..... Thursday Friday

Frequency: Weekly..... Fortnightly..... Monthly.....

For emergency purposes or to enable OV's to find a replacement if they are unable to attend on their assigned day, we need to place your name and phone number on file in the Office Manual and distribute it to other OV's. Please complete the following section if you agree to this:

I ----- (full name) agree for my name and phone number to be distributed to other Office Volunteers as part of the Office Volunteers Roster for 2022.

(Signature): (Date):.....

Please return this form NO LATER THAN THE 7TH JANUARY

Email to: officecomv@gmail.com

Or by mail to:

**Office Co-Ordinator,
U3A Moonee Valley**

P O Box 459,

Moonee Ponds,

Victoria 3039