

Administration Team Volunteer Opportunities

Flight Data Entry - As Veterans are invited to fly, they provide additional information to our volunteers (via phone and paperwork). BHF is seeking several volunteers to ensure that our database management system has the most up-to-date data possible. Time commitment is heaviest during flight calls in late January and late June. Access to internet is absolutely essential for this role. Please email Lauren (HonorFlightLauren@gmail.com) for more information.

Flight Paperwork - After Veterans accept our invitation to fly on a particular flight, BHF mails them a packet of paperwork to fill out (medical forms, publicity forms, etc.). BHF is seeking a volunteer (or one per flight) to send out this paperwork to the Veterans. Mailing supplies (paper, stamps, envelopes, etc.) would be provided to this volunteer for BHF. Time commitment is heaviest during flight calls in late January and late June. Access to internet is important for this role. Please email Lauren (HonorFlightLauren@gmail.com) for more information.

Waitlist Management - As new applications are received by BHF, there is often information that we need to follow up on (incomplete application, for example). BHF is seeking someone to follow up with these Veterans to collect the accurate information. This position can take anywhere from 0-2 hours a week, and requires access to internet and a phone. Please email Lauren (HonorFlightLauren@gmail.com) for more information.

Voicemail - Inquiries come into the BHF Voicemail every day. These messages are checked by a volunteer once per day and distributed to other volunteers for follow up. This position requires an average of 5 minutes per day and requires access to internet and a phone. Please email Lauren (HonorFlightLauren@gmail.com) for more information.

Mailbox - Letters are sent to BHF's PO Box in Madison every day. BHF is seeking a volunteer (or two) who would be willing to help check the PO Box (on Wingra and Park Street) a couple days a week. Important messages can be passed along via email, and others documents can be scanned in for BHF records. Ideally this person would live nearby so it's not too much work. If interested in helping with scanning, BHF would provide a scanner if needed. Please email Lauren (HonorFlightLauren@gmail.com) for more information.

Flight Calls - Several months before each flight, volunteers call the Veterans to invite them on the flight and answer questions about the process. Each volunteer is asked to call between 3-5 Veterans in ~January and/or ~June. Each call can take between 10-20 minutes and can be done from your own home or office. Training is provided (and required) and the position requires you have access to email and a phone (Excel is a huge plus!). Please email Lauren (HonorFlightLauren@gmail.com) for more information.