



# Business Visitation Team Volunteer Application

PO Box 458 \* Veneta, OR 97487 \* phone 541-935-2191 \* fax 541-935-1838 \* [www.VenetaOregon.gov](http://www.VenetaOregon.gov)

The Veneta Economic Development Committee is seeking volunteers for the Business Retention and Expansion program's Business Visitation Team. The goals of the program are to understand business needs, provide resources, and foster strategic relationships.

Details and basic requirements:

- Commit up to 20 hours of volunteer time over 3 months
- Attend up to 3 trainings (mandatory)
- Be willing to work in two-person teams
- Visit 2-4 businesses each
- Be willing to engage businesses quarterly for 1 year
- Be open to training other Visitation Teams in the future
- Refrain from bringing a personal agenda or opinions to business interviews
- Be respectful, open, and communicative
- Be willing to listen carefully without bias or judgement
- Must be highly confidential and agree to sign confidentiality statements

A volunteer for this position needs to be able to fulfill the above requirements including making a commitment of up to **20 hours of time** and being willing to **sign a confidentiality statement**. Do you agree to these terms?  No  Yes

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_

Have you ever served on a Veneta Committee, Board, or City Council?  No  Yes - If yes, list \_\_\_\_\_

Please list any professional or business affiliations: \_\_\_\_\_

Please explain why you are interested in becoming a Visitation Team volunteer: \_\_\_\_\_

Please explain why you believe you are qualified to become a Visitation Team volunteer: \_\_\_\_\_

If you have any questions about the Business Retention & Expansion Program, the Business Visitation process, or the Economic Development Committee, please contact Claudia Denton, City of Veneta Economic Development Specialist at 541-935-2191 or [cdenton@ci.veneta.or.us](mailto:cdenton@ci.veneta.or.us).