

**PHILAS Volunteer Expression of Interest**

Thank you for your interest in helping at PHILAS (The Philatelic Association of NSW). Some roles benefit from prior experience, but full guidance and training are provided. We welcome new and seasoned collectors alike.

**Your Details**

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

Address: \_\_\_\_\_

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

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

Stamp Collecting Club (if any): \_\_\_\_\_

**When are you available?**

PHILAS is open at 20 Egerton Street, Silverwater NSW 2128 on:  
Tuesdays and Saturdays, 9:00am – 4:00pm | Other times by arrangement.

Tuesdays  
 Saturdays  
 Other (please specify): \_\_\_\_\_

**Which areas are you interested in helping with?**

*(Tick any that apply. If you have related experience, feel free to mention it.)*

**Auctions**

- Describing auction lots
- Scanning/editing images (Photoshop Elements)
- Viewing supervision
- Data entry, records or cataloguing
- Preparing and posting lots

## General Office

- Phone, email and in-person enquiries
- Scanning, copying and filing documents
- Office supply tracking and restocking

## Open Days

- Receiving and issuing receipts for lots
- Setting up display frames and tables
- Helping auctioneer (payments and lot distribution)

## Catering

- Shopping for snacks and supplies
- Preparing and serving food and drinks

## Publicity

- Write articles and distribute them to social media managers, website coordinator, and create promotional materials (e.g., flyers).

## Library (Reopening when moving to a new premises)

- Cataloguing publications
- Answering research enquiries

## Repairs & Maintenance

- Light repairs or odd jobs
- Identifying maintenance issues and solutions

## Relevant experience or other notes (optional):

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## Return this form to:

Philatelic Association of NSW (PHILAS)  
PO Box 6046, Silverwater NSW 2128  
Email: [office@philas.org.au](mailto:office@philas.org.au) | Phone: (02) 9264 8301