# Volunteer Intern Application

## CONTACT INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | First | Middle | Last |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |
|  |  |  |  |
|  | City | State | ZIP Code |
| Phone: |  | Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a student? | YES – Full-time[ ]  | YES – Part-time[ ]  | NO[ ]  | If yes, what college/university do you attend? |  |
| Are you employed full-time? | YES[ ]  | NO[ ]  | If yes, who is your employer? |  |
| Are you bilingual? | YES[ ]  | NO[ ]  | Language(s):[Fluent in reading, writing, and speaking] |  |

|  |  |
| --- | --- |
| How did you hear about our internships? |  |

|  |  |
| --- | --- |
| Share a memorable volunteer experience: |  |

## VOLUNTEER SKILLS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Microsoft Office Suite | [ ]  | Accounting | [ ]  | Fundraising |
| [ ]  | Phone Experience | [ ]  | Writing Skills | [ ]  | Event Planning |
| [ ]  | Data Entry – Excel | [ ]  | Computer Research | [ ]  | Graphic Design |
| [ ]  | Data Entry – Database  | [ ]  | Public Speaking | [ ]  | Artistic/Creative Ability |

## INTERNSHIP INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester applying for: | Fall[ ]  | Spring[ ]  | Summer[ ]  | Preferred number of hours per week: |  |
| Interning for school credit? | YES[ ]  | NO[ ]  | What school? |  |
| We interview interns for all internships. However, you may indicate a preference below: |
| Program Services (Wishes)[ ]  | Community Engagement[ ]  | Development (Fundraising)[ ]  | Marketing/Communications[ ]  |

## AVAILABILITY (REQUIRED)

|  |  |  |  |
| --- | --- | --- | --- |
| Approximate Start Date: |  | Approximate End Date: |  |
| Are you available to intern for more than one semester/session? | YES[ ]  | NO[ ]  |
| **SCHEDULE** | Hours availableMONDAY: | Hours available TUESDAY: | Hours available WEDNESDAY: | Hours available THURSDAY: | Hours available FRIDAY: |
| We are open 9:00 am-5:30 pm Monday-Thursday and 9:00 am – 4:00 pm on Friday. |  |  |  |  |  |