# 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 available  MONDAY: | | 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. |  | |  |  | | |  | | |  |