



COMMON BOND INSTITUTE

www.cbiworld.org



Volunteer / Intern Form

(PLEASE TYPE OR PRINT CLEARLY)

1. NAME _____

Address _____

Phone day () _____ evening () _____

Fax () _____ E-Mail _____

Best Way to reach you: _____

*** NOTE:** Please first visit our website for a detailed overview of volunteering and interning with Common Bond Institute at: www.cbiworld.org/Pages/BecomInvolved.htm

2. How did you learn of Common Bond Institute? _____

3. Which CBI program(s) are you interested in volunteering for? (see website for list of conferences): _____

4. What is your availability – including dates available and estimated number of hours per week?

(If you are more or less available during different dates please clarify): _____

5. Do you have: a) Regular access to a computer and the Internet? _____

b) Your own transportation? _____

6. What skills and/or experience do you have that you would like to contribute to volunteering?: _____

7. Resource Development: Do you have skills or experience in:

Researching grants and funding sources ? _____

Writing grants and requests for funding ? _____

Evaluating grant outcomes ? _____

Planning and organizing fundraising strategies and programs? _____

Other? _____

8. Technical: Do you have any technical skills or experience in:

Using Social Networking sites (Facebook, etc.), including familiarity with creating pages and various functions helpful in raising awareness of conferences and promoting public dialogue on core issues)? _____

Website design or management (including blogs, E-conferencing, etc.)? _____

Data management? _____

Graphic arts / Desktop Publishing? _____

Video recording? ? _____

Video editing or production (including digital conversion for Internet use)? _____

Operating basic presentation equipment (LCD projectors, DVD, Laptop, microphones and PA systems, etc.)? _____

Computer programs familiar with: _____

Other? _____

9. Promotion and Marketing: Do you have skills or experience in:

- Developing and implementing publicity programs to raise awareness of efforts?
- Networking with organizations and community groups for cooperation?
- Working with media outlets?
- Developing and implementing marketing strategies?

10. Do you have experience in Event Organizing and Operations?

- If so, what particular tasks are you experienced with?:
- Preconference organization: _____
- On-Site Operations:

11. What attracts you to joining our volunteer team? (Including how is the mission and work of CBI or the particular program you are interested in assisting with relevant for you): _____

12. What would you like to gain from your experience volunteering for CBI, personally and/or professionally?: _____

13. Any additional information you would like to share, or any particular questions you may have?: _____

14. Are you interested in a volunteer experience or an internship? (if the latter, have you already discussed this with your school or instructor?): _____

Submit form by Email, Fax, or landmail to:

Common Bond Institute

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