



## Volunteer Application

Name: \_\_\_\_\_ (how do you prefer to be called?)

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

Tel no: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Best means for contact? \_\_\_\_\_

What interests you most about volunteering for the Arthur Ashe Institute for Urban Health?

\_\_\_\_\_  
\_\_\_\_\_

Select work interest/areas from below. Select all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Community Outreach/Engagement | <input type="checkbox"/> Corporate Development Work |
| <input type="checkbox"/> Summer internship Programs    | <input type="checkbox"/> Health Science Academy     |

What is the highest level of education you have completed?

High School    College    Graduate School    Trade School    Other: \_\_\_\_\_ None of the above

Are you currently working?                      Yes                      No

If yes, what organization/company? \_\_\_\_\_

What is your job title? \_\_\_\_\_

If no, where did you last work? \_\_\_\_\_

As of what date are you available for this opportunity? \_\_\_\_\_

What days and hours are available to assist?

Monday:            9AM – 12PM            12 – 5            After 5pm            Other:

Tuesday:           9AM – 12PM           12 – 5           After 5pm           Other:

Wednesday:       9AM – 12PM           12 – 5           After 5pm           Other:

Thursday:           9AM – 12PM           12 – 5           After 5pm           Other:

Friday:             9AM – 12PM           12 – 5           After 5pm           Other:

Saturday:           9AM – 12PM           12 – 5           After 5pm           Other:

**Can you work at?**

SUNY Downstate (450 Clarkson Avenue, Brooklyn, NY 11203): Yes No

Downtown Brooklyn (12 Metro Tech Center, 26th Floor, Brooklyn, NY 11201): Yes No

Can **only** work from home:

**Are there any special requirements/ adjustments that we would need to make for you when you volunteer (i.e. do you need a special sort of chair, computer, etc)**

Yes (what are they?) \_\_\_\_\_

No

What sort of skills do you have? Place checkmark next to all that apply in table below.

PC-Microsoft Windows			Special Event organizing	
MAC			Donor list Development	
Accounting/Book keeping			Data entry	
Fundraising			Filing	
Financial Management			Receptionist duties	
Making PR kits			Teaching	
Developing curriculum/training materials			Social media management	
Survey development			Grant writing	
Online survey instruments (e.g. Survey Monkey)			Website management	

If you selected grant writing, please select area of experience (check all that apply)

Private foundations/donors      State      City  
 City government/agency  
 Federal

Are you proficient in any of the following software applications?

MS Word      Survey Monkey      Filemaker  
 MS Excel      SPSS      Adobe  
 MS Access      SAS      Photoshop

Other: \_\_\_\_\_

Other skills (please describe): \_\_\_\_\_

Please email to [LHicks@arthurasheinstitute.org](mailto:LHicks@arthurasheinstitute.org)