



the Stephen Lewis
FOUNDATION

Volunteer Application Form

THANK YOU for your interest in volunteering for the Stephen Lewis Foundation! We are astounded and moved by the response of Canadians to our work and have come to depend on the generosity of volunteer assistance in our office. We appreciate your dedication, your enthusiasm, your ingenuity, and your kind offer of assistance.

Most of our volunteer opportunities consist of administrative duties and small *ad hoc* projects, based out of our office in Toronto during regular business hours. Please only submit this form if you live in or near Toronto and are looking to perform volunteer administrative work in our office. To learn more about other ways to support the Foundation, please visit www.stephenlewisfoundation.org/get-involved.

Please help us to determine how to make the best use your skills as a volunteer by attaching your resume and filling out the questions below.

1. General Information

Name: _____
First Last

Address: _____ City: _____

Province: _____ Postal Code: _____

Home #: (_____) _____ - _____ Cell #: (_____) _____ - _____

Work #: (_____) _____ - _____ ext. _____

Email: _____

What is your preferred method of communication?

Phone Email Mail

How did you find out about the Stephen Lewis Foundation?

Online Friend/family Workplace
 Media (e.g., TV, newspaper) Foundation event Other: _____

What best describes your current situation?

Employed Retired Student
 Seeking work Other: _____

Please describe some of your reasons for wanting to volunteer with the Foundation:

Please select your level of skill or experience in the following areas:

None = No experience

Basic = Less than 6 months of experience

Intermediate = Between 6 months and one year of experience

Advanced = At least one year of experience

	None	Basic	Intermediate	Advanced
Data entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raiser's Edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other skills: _____				

Do you have work/volunteer experience with the following? (Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> NGO | <input type="checkbox"/> UN agency |
| <input type="checkbox"/> Government agency | <input type="checkbox"/> HIV/AIDS |
| <input type="checkbox"/> Working with marginalized groups | <input type="checkbox"/> Overseas work experience |

If yes, please describe:

Is there anything else that you would like to tell us about your skills, experience or interests?

2. Availability

Most of our volunteer opportunities consist of administrative duties and small *ad hoc* projects, based out of our office in Toronto during regular business hours.

Please tell us about your availability:

Start date: ____ / ____ / ____ End date: ____ / ____ / ____
 dd mm yy dd mm yy

Hours per week: _____

Please indicate the times during which you are available:

	AM	PM
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Please keep me on file for volunteer opportunities at evening or weekend special events, if needed.

3. References

Please provide **two references**. These should be an employer/supervisor or an individual known through community involvement that you have known for at least six months, **NOT** personal friends or family members.

Name: _____ Relationship to Applicant: _____

Email: _____ Phone: (_____) _____ - _____

Name: _____ Relationship to Applicant: _____

Email: _____ Phone: (_____) _____ - _____

Emergency Contact:

Name: _____ Relationship to Applicant: _____

Email: _____ Phone: (_____) _____ - _____

4. Consent

I hereby authorize the Stephen Lewis Foundation to obtain references from the above individuals in connection with my application for a volunteer position.

I hereby authorize the above named individuals to provide a reference in connection with my application for a volunteer position with the Stephen Lewis Foundation, and release them from any liability in regard to it.

I hereby certify that all information included in this application form is true and complete.

Signature: _____ **Date:** _____

Thank you for your interest in helping the Stephen Lewis Foundation!