



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](http://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!***