Volunteer Application

Name: _____ **Date:** _____

Phone: _____ **Email:** _____

Please check areas of volunteer interest

☐ **Academic** (6-8 meetings, both Spring and Fall, before catalogs are prepared)
- Identify and develop course offerings
- Identify potential instructors
- Work with instructors to develop course descriptions/bios for the catalogue
- Review course evaluations

☐ **Class Aides Assistant** (semi-annual activity)
- Make calls to recruit Aides
- Assemble materials for Aides

☐ **Information Technology**
- Advise staff on software/hardware selection and maintenance

☐ **Membership** (monthly meetings plus additional time on specific activities)
- Assist in recruitment efforts for new Encore Learning members
- Assist with membership services at course previews, annual meetings, etc.
- Organize social events/meetings

☐ **Publications** (semi-annual activity)
- Copy editors for catalog
- Proofreaders for catalog

☐ **Special Events** (monthly meetings plus 10-30 hours per year setting up events)
- Develop, coordinate & implement 3-5 events per year

For more information, contact the Encore Learning office at 703-228-2144 or info@EncoreLearning.net.

Please return this form to Encore Learning, 2110 Washington Blvd, Arlington, VA 22204