



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