



Volunteer Enrollment Process

Phase I - Assessment

- Review our website and facebook page: <https://www.facebook.com/AASGivesback/>
- Initial tour and informational meeting (Please email us at information@aasuccess.org to schedule a visit)
- Complete The formal **Enrollment Application** Package (page 2)

Phase II - Review

- Final file review
- Approval letter sent

Phase III- Enrollment

In order for an accepted volunteer to be involved formally, the following must be completed:

- Complete applicable forms



Volunteer Enrollment Application Package

REGISTRATION FORM

- Staff's Name:
- Address:
- Phone Number:
- Date of Birth:
- Parent/Guardian (required for staff with age under 18):
- Current Occupation or most recent occupation held:
- Address E-mail:
- Cell Phone:

ENROLLMENT INFORMATION

Applicant's Name: _____

- Describe your personal statement?
- Describe your education experience?
- Describe your technical experience?
- Describe your social and customer service skills?
- Describe your personal interests/hobbies?
- Why do you believe in civic duties?
- Is there anything else that you feel is important for us to be aware of?
- How did you hear about us?
- **Please choose an area in which you would like to volunteer or participate as a staff:**
 - _____ Computer/Technology Skills (please specify):
 - _____ Event planning
 - _____ Cooking
 - _____ Perform Customer Service in Vietnamese
 - _____ Perform Customer Service in English
 - _____ Make presentation about interests/occupation/cultural heritage
 - _____ Photography
 - _____ Videography



- _____ Perform Social Services as an expert (training provided)
- _____ Perform Business Marketing Services as an expert (traing provided)
- _____ Marketing Technical Work (graphic design, copy writing, etc.)
- _____ Handyperson (repairing, fixing, wiring, etc.)
- _____ Finance
- _____ Teaching Skills
- _____ Development (fundraising, grant writing etc.)
- _____ Write press releases and/or articles about AASToday
- _____ Assist with researches regarding Vietnamese Community
- _____ Field Reporter for [AASuccess](#) and its Vietnamese Community
- _____ Help set up at meetings participated or organized by [AASuccess](#)
- _____ Provide refreshments for volunteer events
- _____ Transport chairs etc. (vehicle required)
- _____ Occasional “handyperson” jobs
- _____ Take recycling to recycling center

PERMISSION SLIP (required only for staffs or volunteers under the age of 18)

I give permission for my son/daughter to participate in AASuccess as volunteer staffs.

PHOTO OR MEDIA RELEASE

All photos and media descriptions of the applicant will be distributed to the public for education and publicity purposes.

_____ I give permission for my photos/media to be used by AASuccess.

Applicant’s Signature

Date

Parent/Guardian Signature (required for applicant under the age of 18)



Date

I have read, understood, completed, and agreed to the above terms