



## Volunteer Application

Thank you for your interest in volunteering with the International Institute of Wisconsin. We look forward to working with you!

*Please note: all information provided in this application is confidential and for internal use only.*

### I. Contact Information

<b>Name:</b>	<b>Address / City / State / Zip Code:</b>
<b>Birthdate:</b>	
<b>Email:</b>	<b>Primary Phone:</b>
<b>Preferred Method of Contact:</b>	<b>Best Time to Contact:</b>

### II. Skills & Involvement

<b>Educational/Professional Background:</b>	<b>Previous Volunteer Work:</b>	
<b>Community Involvement:</b>	<b>Language</b>	<b>Proficiency</b>

#### *For Office Use Only*

**Orientation Date:** \_\_\_\_\_ **Preferences:** \_\_\_\_\_  
**Official Start Date:** \_\_\_\_\_ **Family:** \_\_\_\_\_  
**Meeting Day/Time:** \_\_\_\_\_ **Case #:** \_\_\_\_\_

**Which of the following volunteer opportunities are of interest to you?**

*Mark all that apply*

<b>Refugee Resettlement</b>		
	<b>Family Mentorship</b>	<i>Mentors provide support to newly resettled Burmese refugee families in the clients homes by helping them learn English and adapt to life in the U.S.</i>
	<b>Children’s ESL Club</b>	<i>Engage refugee children ages 1-5 in fun English based activities while their parents are in cultural orientation and ESL classes</i>
	<b>Pre-Arrival Housing Set-Up</b>	<i>Volunteers will help clean, transport items, and set up a refugee’s family housing before their arrival to provide a welcoming home</i>
<b>Special Events</b>		
	<b>Event Volunteer</b>	<i>Volunteers assist with set-up, registration, monitoring events, serving food and much more at the various events IIW coordinates throughout the year</i>
<b>International Visitor Leadership Program (IVLP)</b>		
	<b>Home Hospitality Host</b>	<i>Host visiting international leaders for a meal to share the Midwestern spirit of hospitality</i>
<b>International Institute of Wisconsin Office</b>		
	<b>Donation Drive Organizer</b>	<i>Take the lead in organizing a donation drive of needed item for IIW from our wish list</i>
	<b>Other Professional Skills</b>	<i>Do you have other professional skills that would be useful to IIW? Write a brief summary of how you would be willing to help.</i>

### III. Availability

#### What times are you most available to volunteer?

Fill in the times you are available in the boxes below. Leave the box empty if unavailable.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Would you be willing to be contacted on short notice to volunteer?

Yes \_\_\_ No \_\_\_

How long are you willing to commit to volunteering? *Circle all that apply*

Open-ended

One year

Six months

Three months

Other (please specify) \_\_\_\_\_

How frequently are you willing to commit to volunteering? *Circle all that apply*

Multiple times a week

Once a week

Once every two weeks

Once a month

Other (please specify) \_\_\_\_\_

#### IV. References and Further Information

*Please provide three references below:*

Name	Telephone and email	How long and in what capacity have you known this person?

*Please note: family members cannot be used as personal references*

**How did you hear about volunteering with the International Institute of Wisconsin?**

**Do you have any special requirements for volunteering (e.g. Time sheet for college credit, work, etc.)? If yes, please explain:**

**Have you ever been convicted of a crime other than a minor traffic violation? If so, please explain:** *(Please note: conviction of a crime does not constitute automatic disqualification to volunteer)*

## Participant Photo Release

I, \_\_\_\_\_, as a volunteer of the International Institute of Wisconsin, give my consent to the Institute to exhibit, reproduce, distribute and present my image (e.g. photographs) with any words or written material that I produce in any communication or media piece in connection with the Institute.

### IV. Authorization to Check References

I, \_\_\_\_\_, hereby authorize the International Institute of Wisconsin to contact all my references, and to inquire about, investigate, and obtain copies of any records which relate to me from my former employer and/or educational institutions I have attended. I hereby release IIW and all affiliated entities, as well as any person or institution that provides IIW with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation, or communication.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

Please send completed applications or questions to  
[refugees@iiwisconsin.org](mailto:refugees@iiwisconsin.org)