



THE MANDALA CENTER

VOLUNTEER APPLICATION

Information@mandalacenter.org

575-278-3002

GENERAL INFORMATION

date _____

Name _____

Mailing address _____

Email _____

Home phone _____ Cell phone _____

What is your knowledge or affiliation with The Mandala Center? How did you learn about us?

Are you interested in ongoing volunteerism? Yes No

Are you interested in a specific on-time volunteer opportunity?

Please indicate. _____

Gender male female date of birth _____

Physical limitations? _____

(this answer is used to determine appropriateness of volunteer tasks assigned)

Do you have your own transportation?

Explain _____

Why do you want to volunteer for The Mandala Center at this time??

(Use back page to answer if necessary) What benefits do you hope to gain?

SKILLS, EXPERIENCE, INTERESTS

Education level: not a high school graduate high school graduate

College graduate (number of years and degree) _____

Other significant training

What do you consider your primary skills you have to offer and your skill level? (skilled, amateur, teacher of etc.)

- 1.
- 2.
- 3.
- 4.

Please list your general work history over the past 10 years.

Please list other volunteer experiences you have by listing the name of the organizations and tasks you completed.

What other interests and hobbies do you enjoy? Tell us more about yourself?

VOLUNTEER TIME

What number of days and which days are you available to volunteer?

What times of the day are you available to volunteer?

If you are applying for a special volunteer event, what part of that event are you able to attend?

How much time would you like to devote to your volunteer work?

Weekly _____ monthly _____ yearly _____

Please list three references. They should be work or volunteer related in some way. You may also add friends. Include name, number, relationship and length of relationship.

1

2

3

EMERGENCY INFORMATION

Health issues allergies etc. that we should be informed of? _____

Emergency Contact _____

Health Insurance

SECURITY (depends on type of volunteer and tasks indicated)

Volunteers, like employees, may be subject to security and background checks. Please initial here to indicate you have been informed of this policy. _____

EXAMPLES OF VOLUNTEER DUTIES:

office tasks, cleaning, set up for special events, computer research, grant writing, landscaping, help with mailings, posting fliers in the community etc.

For some special projects skilled volunteers are required and would be determined based on qualifications.

PLEASE READ THE FOLLOWING AND SIGN

I understand this is an application for, and NOT a commitment or promise for, a volunteer opportunity. I certify that I have and will provide information throughout the selection process that is true, correct, and to the best of my knowledge. I understand that misrepresentation is cause for immediate rejection of my application.

I understand that if I am offered a volunteer opportunity that I will be given details about the tasks requested of me and will be able to accept or decline the offer upon review. Once I accept volunteer responsibilities, I am expected to attend at the times assigned and to uphold and carry out my responsibilities to the best of my ability according to the schedule assigned to me. I agree to keep track of my hours on a volunteer time sheet. I agree to understand and uphold the mission of The Mandala Center and act in a professional volunteer manner.

I understand that if I no longer wish to be a volunteer candidate that I should inform The Mandala Center in writing to attach to my application and will no longer be contacted for volunteer assistance.

Signature _____ date _____

Please send application to The Mandala Center PO Box 158 Des Moines NM 88418

THANK YOU FOR YOUR APPLICATION!!!

Date received _____

Interview date _____ with _____

Determination

Start date _____

March 2010

Dear Volunteer Applicant,

THANK YOU SO MUCH for your interest in volunteering at The Mandala Center!!

We understand you have requested a volunteer application at this time to attend our Volunteer Work Week (or a portion of it) during June 30-July 7th 2010. We have enclosed the application with this letter. Please complete it as soon as possible and mail it back to us.

Space is limited and we will be making decisions based on the job tasks we need to accomplish during this event and the skills of the applicants. Determination will also be by first come first served so please don't delay in getting your applications back to us as soon as possible.

This Volunteer Work Week offers volunteers a chance to come to the Center for the week and enjoy the views and the benefits of The Mandala Center while offering your services on a variety of work projects. We will be offering light brunches and hot dinners for volunteers during the stay.

We will be assigning project leaders and volunteers to each project and, with some organization; we hope to get a lot done! Our primary project this summer is to refinish all of our decks. Other projects will include refinishing an outdoor wooden table, cleaning out the basement of the Deer Lodge, recreating a pathway to the labyrinth, marking a trail to the St. Lorenzo Shrine and Sierra Mountain trail, some landscaping, possibly building a picnic table, and more.

Thank you again. We look forward to hearing from you.

In Peace,

Lori Coon

Executive Director
The Mandala Center

