## Sample Internship/Volunteer Intake Form

### **Center for Volunteer Development**

### **Volunteer Intake Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer/Intern Placement Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Placement:

1. I am willing to assist with the following tasks
\_\_\_\_ Receptionist

\_\_\_\_ Data entry/light clerical work

\_\_\_\_ Writing articles for newsletter, proofreading publications

\_\_\_\_ Preparing or serving food

\_\_\_\_ Phone calls to volunteers, clients, or donors

\_\_\_\_ Facility maintenance workdays (painting, carpentry, etc.)

\_\_\_\_ Conducting research for development staff

\_\_\_\_ Organizing small parties and special events

\_\_\_\_ Hand-addressing envelopes to benefit events

\_\_\_\_ Assisting children with homework

\_\_\_\_ Other task(s) (describe)

1. I have the following special skills to contribute:
2. I am available to help at the following dates and times:

\_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

\_\_\_\_ Mornings \_\_\_\_ Afternoons \_\_\_\_ Evenings

Any specific hours? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you prefer to help occasionally? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe what you want to get from your volunteer experience:

\_\_\_ Increase my skills in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Meet new people; professional networking

\_\_\_ Social events

\_\_\_ A sense of giving something back, of contributing to a good cause

\_\_\_ Interest in/education in the work the organization does

\_\_\_ Association with people I admire

\_\_\_ Other

Now that you have completed our application, a volunteer coordinator will be in touch to discuss the next steps. You may be asked to:

* Participate in an in-person interview and volunteer orientation
* Provide references
* Go through a background check