

## DSANV VOLUNTEER APPLICATION

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

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

City, State and Zip Code: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe the type of volunteer work you're most interested in: \_\_\_\_\_

\_\_\_\_\_

What is your availability to work (on site or remotely): \_\_\_\_\_

\_\_\_\_\_

DSANV is looking for volunteers to perform the following sample activities to support staff operations and Board activities. Training and support is available for all assignments. Whether you have 10 hours per year to donate, 10 hours per week or something in between, if you are passionate about supporting individuals with Down syndrome and their families, we have a volunteer opportunity for you!

**Communications Volunteers** – update content on the DSANV website, write articles and prepare the monthly DSANV newsletter in *Microsoft Publisher* and in *Salsa* (constituent record management system); design and write content for DSANV pamphlets and other print and online material.

**Development Volunteers** – are needed to engage in a wide variety of activities to include:

- *Donor management* – entering donor and donation information into our integrated Information Technology (IT) system, work with self-advocates and Board members to prepare and send Thank you notes
- *Sponsorship management* – identify and communicate with potential corporate and organizational sponsors, document sponsor communications, donations and thank you notes; follow up with sponsors to ensure DSANV delivered on all promises and to collect event feedback (where applicable)
- *Grant writing* – monitor the *Grant Watch* database for applicable grant opportunities, research grant targets, document relevant grant target data to include organizational POCs and application deadlines, work with staff and other volunteers to prepare grant applications and provide status information on grant activities
- *Fundraising campaign support* – help design and execute focused fundraising campaigns of various sizes; collect data, communicate with participants, plan social media communications document progress and report status
- *Fundraising event support* – help plan and execute new fundraising events, help plan large community events that include fundraising

**Program Support** – plan and help execute existing and new DSANV programs for individuals with Down syndrome and their families, participate in community outreach activities to help deliver DSANV programming to counties across Northern Virginia; work with schools in various school districts to engage new members and identify ways to increase DSANV's ability to be a resource to teachers

If interested, please forward your completed Volunteer application to: [volunteer@dsanv.org](mailto:volunteer@dsanv.org).