



## VOLUNTEER APPLICATION

The Rypien Foundation appreciates our volunteers who assist in nearly every area of its operations. Thank you for your interest in volunteering. **Please include your current resume when sending this form so that we may attempt to match your skills with appropriate projects.**

**Today's Date:**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**E-mail:**

**Cell phone:**

**How did you hear about The Rypien Foundation?**

**Why would you like to become a volunteer for The Rypien Foundation?**

**What type of volunteer work are you interested in?**

- Working directly with a staff person as an assistant
- Helping around the office in general administrative duties
- Doing research
- Grant writing
- Working on special projects
- Assisting with events
- Other: (describe)

**Availability**

- I am flexible. Tell me when you need me and I will be there.
- I would like to volunteer in the office on a consistent schedule.
- I would like to work remotely from my office or home to do special projects.
- I would like to be on call and lend a hand when I can.

Below is a list of areas in which The Rypien Foundation needs assistance. Please check all areas in which you would be willing to contribute:

**Grant Research**

- Research possible opportunities for funding

**Office**

- General office work
- Envelope and brochure stuffing
- Answering phones/making calls
- Mail merges
- Errands
- Data Entry
- Creating spreadsheets

**Graphics**

- Collateral layout
- Graphic design

**Event Planning**

- Procurement
- General errands and tasks related to event planning
- Working the Event

**Other ways you can help?**

Please describe special talents and interests that you are willing to contribute to the Foundation. Please specify skills in the areas listed above (administrative assistance, event planning, writing, information technology and marketing and public relations).

**Writing**

- Grant awards
- Marketing and public relations information
- Newsletter

**Information Technology**

- Database support
- Website support
- General IT support

**Marketing and Public Relations**

- Developing and writing brochures, catalogs and publicity information.
- Writing press releases
- Press and media relations assistance

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**Please mail, email or fax this form with your resume.**

Mail:

The Rypien Foundation

Volunteer Coordinator

PO Box 2123

Spokane, WA 99210

Fax:

509-747-2982

Email:

[info@rypienfoundation.org](mailto:info@rypienfoundation.org)

**Thank you for your interest in The Rypien Foundation and for volunteering your time, talents and energy! If you have any questions, please call us at 507-747-2424. We will keep your information on file and contact you for future assistance.**