



**AVAILABILITY FOR VOLUNTEERING (Check all that apply)**

<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THUR	<input type="checkbox"/> Special Events
<input type="checkbox"/> 1:00 – 1:30	<input type="checkbox"/> 1:00 – 1:30	<input type="checkbox"/> 1:00 – 1:30	<input type="checkbox"/> Tuesdays
<input type="checkbox"/> 1:30 – 2:00	<input type="checkbox"/> 1:30 – 2:00	<input type="checkbox"/> 1:30 – 2:00	<input type="checkbox"/> Wednesdays
<input type="checkbox"/> 2:00 – 2:30	<input type="checkbox"/> 2:00 – 2:30	<input type="checkbox"/> 2:00 – 2:30	<input type="checkbox"/> Thursdays
<input type="checkbox"/> 2:30 – 3:00	<input type="checkbox"/> 2:30 – 3:00	<input type="checkbox"/> 2:30 – 3:00	<input type="checkbox"/> Fridays
<input type="checkbox"/> 3:00 – 3:30	<input type="checkbox"/> 3:00 – 3:30	<input type="checkbox"/> 3:00 – 3:30	<input type="checkbox"/> Saturdays
<input type="checkbox"/> 3:30 – 4:00	<input type="checkbox"/> 3:30 – 4:00	<input type="checkbox"/> 3:30 – 4:00	<input type="checkbox"/> Sundays
<input type="checkbox"/> 4:00 – 4:30	<input type="checkbox"/> 4:00 – 4:30	<input type="checkbox"/> 4:00 – 4:30	<input type="checkbox"/> AM Hours Only
<input type="checkbox"/> 4:30 – 5:00	<input type="checkbox"/> 4:30 – 5:00	<input type="checkbox"/> 4:30 – 5:00	<input type="checkbox"/> PM Hours Only

**AVAILABILITY OPPORTUNITIES FOR VOLUNTEERING (Refer to core functions listed then check all interests that apply)**

<input type="checkbox"/> *Administrative	<input type="checkbox"/> *Sales and Marketing	<input type="checkbox"/> *Program Coordinator	<input type="checkbox"/> *Fundraising Assistant	<input type="checkbox"/> *Special Events
<input type="checkbox"/> Special Projects	<input type="checkbox"/> Landscaping and Grounds Mtc	<input type="checkbox"/> Building Mtc	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Snow Removal and Salting

**CORE ADMINISTRATIVE FUNCTIONS**

- create and maintain accurate databases
- retrieve information quickly and efficiently
- manage and complete multiple tasks accurately and by deadline
- organize, schedule and plan meetings and appointments
- take and distribute minutes of meetings within established time frames
- display solid working knowledge of standard computer applications including MS Word, Excel, Outlook and Powerpoint
- draft correspondence and documents using good language and grammar skills
- plan and implement office procedures to improve efficiency
- collect and review information to generate reports
- handle queries and requests for information competently
- monitor and maintain office supplies and equipment
- communicate clearly and professionally with internal and external customers
- work effectively as part of a team to achieve established outcomes
- pay close attention to detail in all aspects of the job
- make decisions using available resources and sound judgment
- maintain confidentiality and discretion

**CORE SALES AND MARKETING FUNCTIONS**

- schedule sales and marketing activity
- identify and assess customer needs
- use products and services to resolve customer problems
- plan and deliver presentations
- handle customer objections effectively
- negotiate to a win-win outcome
- close the sale in a professional manner
- manage all steps of the sales cycle effectively
- conduct in-depth market research and analysis
- track industry trends and competitor activity
- identify and target new business
- expand customer base or sales territory
- provide excellent service to existing customer base
- improve customer retention rates and sales
- collaborate with all stakeholders to achieve targets and quotas

**CORE SPECIAL EVENTS FUNCTIONS**

- Assist in the recruitment and co-ordination of events volunteers
- Respond to events inquiries (by phone, email and letter)
- Assist with communications to events participants, supporters and suppliers
- Assist in the promotion of events, making use of internet, social media, and printed materials and banners
- Record and report on the success of promotional activity
- Assist with the lead-in events such as promotional days, launch events and training days, including recruiting volunteers, providing displays and site set up
- Coordinate the supply of events merchandise

- Compile feedback from event participants and analyze responses
- Assist in all pre-event preparation and on the day provide support as required by the event co-coordinator

### **CORE PROGRAM COORDINATOR FUNCTIONS**

- Support planning and coordination of a program and its activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare paperwork and order material
- Keep updated records and create reports or proposals
- Support growth and program development

### **CORE FUNDRAISING ASSISTANT FUNCTIONS**

- Compile and maintain a database of local donor organizations (foundations and private corporations offering donations)
- Regularly monitor donor websites and identify investor opportunities matching the work of the organization
- Assist the Director in writing concept notes, project ideas and project proposals and ensure their timely submission
- Undertake independent research in finding alternative resources for long-term sustainability of the organization
- Assist the Director in developing business plans to generate income from various sources.
- Undertake online research and build contacts with potential individual investors/donors and raise funds for the activities of the organization.
- Maintain relationships with existing investors/donors and respond to their requests regularly and keep updating them about the work of the organization
- Improve and develop communications material for the organization such as brochure, website, annual report, posters etc.
- Organize or provide assistance in organizing any fundraising events for the organization
- Suggest other innovative ideas for effective resource mobilization.

## Volunteer Assignment Agreement

I, \_\_\_\_\_, am a volunteer with Brain Injury Resource Center of Wisconsin™. It is my intent that any Work I create in my capacity as a volunteer for Brain Injury Resource Center of Wisconsin™, will become the property of Brain Injury Resource Center of Wisconsin™, which will own full copyright in all such Work(s). To the extent that any Work(s) I create for Brain Injury Resource Center of Wisconsin™ is not a work for hire, I assign and transfer to Brain Injury Resource Center of Wisconsin™ all worldwide copyright interests in the Work(s), for the life of such copyright interests.

In assigning all right, title, and interest in the Work(s) to Brain Injury Resource Center of Wisconsin™, I intend to transfer to Brain Injury Resource Center of Wisconsin™ the full ownership in and of the Work(s), including all rights of reproduction, distribution, display, and adaptation, and the right to create derivative work(s). All such rights apply without limitation to any print, electronic, multimedia, or other formats including HTML format for websites, distribution online by email, and all other methods of creating and distributing media. I agree to sign and deliver to Brain Injury Resource Center of Wisconsin™, either during or subsequent to the term of this Agreement, such other documents as Brain Injury Resource Center of Wisconsin™ considers desirable to evidence the assignment of copyright.

In consideration of this agreement, Brain Injury Resource Center of Wisconsin™ agrees to (check all that apply):

allow me to include the Work or a reproduction of the Work in my portfolio or other such compilation, to be shown to my prospective employers or clients, and no other commercial or noncommercial use. All such portfolio uses must include a notice of Brain Injury Resource Center of Wisconsin™'s copyright ownership.

acknowledge my transfer of the Work to Brain Injury Resource Center of Wisconsin™ as a charitable contribution.

give full and complete credit in all versions of the Work(s).

other: \_\_\_\_\_.

I warrant that any Work(s) I create pursuant to this agreement are original and do not infringe any intellectual property rights or violate any laws related to libel, privacy, or otherwise. I agree to indemnify and hold harmless Brain Injury Resource Center of Wisconsin™ in any action arising out of, or relating to, these representations and warranties.

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### PLEDGE OF CONFIDENTIALITY

This is to certify that I (an employee, intern, volunteer, speaker, mentor or Board member of Brain Injury Resource Center of Wisconsin, Inc.) understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees and other associate organizations, as well as any other information otherwise marked or known to be confidential. I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

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My signature below certifies that all statements made on this application are true, complete, and correct to the best of my knowledge and belief. I understand these statements are subject to verification. I also understand that falsification of this application can disqualify me from consideration or result in dismissal upon discovery. I understand that submitting this information does not guarantee my acceptance into the volunteer program, and that assignment of volunteer work is based on assessments made by Brain Injury Resource Center of Wisconsin staff.

I grant the Brain Injury Resource Center of Wisconsin permission to contact the references listed on this application in order to determine suitability for volunteer placement. Finally, I understand that as a volunteer, I will be required to abide by all rules and regulations of Brain Injury Resource Center of Wisconsin. Volunteers are considered for placement without regard to actual or perceived race, color, religion, sex, national origin, or ancestry, age, disability, veteran status, sexual orientation, marital status, status with respect to receipt of public assistance, or any other basis protected by federal, state, or local law.

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Volunteer Signature: \_\_\_\_\_

Fax Completed Form to: 262-436-1747

Mail Completed Form to: BIRCoFWI, 511 North Grand Ave, Waukesha, WI 53186

Email Completed Form to: Admin@bircofwi.org

For Office Use Only:

Date Received: \_\_\_\_\_ Volunteer Start Date: \_\_\_\_\_