



## CREATE A VOLUNTEER POSITION

Use this worksheet to put together a proposal for your own volunteer opportunity. Begin by identifying possible organizations and the support you could provide. Then use page 2 to plot out your proposal. Questions? Contact a career educator for support.

### What organization(s) would you like to volunteer with?

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### What are the areas that might require volunteers?

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### What skills can you contribute to the organization(s)?

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### What are some possible volunteer roles or projects that fit your skills and the organization's interests?

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## Propose a volunteer opportunity

Once you know what you hope to contribute to an organization, use this form to outline your proposal. Then put together a project plan and submit this to the organization, along with a letter introducing yourself, and your résumé.

*Before you propose a project, remember that (1) not all organizations have the capacity or need for volunteers, (2) you're looking to support the organization's activities, not revamp its program, and (3) you don't want to create more work for the organization.*

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| <b>Submitted to:</b>                                       | <b>Submitted by:</b> |
| <b>Project goal:</b>                                       |                      |
| <b>Project description:</b>                                |                      |
| <b>Benefits for the organization:</b>                      |                      |
| <b>Potential risks (and ways to minimize these risks):</b> |                      |
| <b>Project outcomes:</b>                                   |                      |
| <b>Timeline (including start and end dates):</b>           |                      |
| <b>Resources required (and where they will come from):</b> |                      |