



Volunteer Opportunities

The following is a glimpse of the volunteer opportunities you could participate in. Some require direct contact with families and others would have you working side-by-side with staff in our program departments. Moreover, opportunities are unique and can be tailored to provide more of a platform for a specific requirement to be met or skill volunteers hope to develop.

Please contact Leona Baker at 713-600-1111 or volunteer@collabforchildren.org!

<p>Working with families</p> <p><i>Our focus is on families. We ensure that parents have easily accessible information, educational materials and resources on how to select quality early education as well as on how young children learn and develop.</i></p>	<p>Assist us with our parent resource and referral line. Help us by interpreting for parents or translating our resources materials into languages such as Spanish, Chinese, Vietnamese and more. Help assess the needs of parents, follow-up and provide them with appropriate resources by assisting us with events. Help us update our childcare provider database.</p>
<p>Early Care & Education Providers</p> <p><i>Our focus is on child care providers. Our goal is to empower the early care and education community with the knowledge, skills and resources needed to provide quality learning experiences for young children.</i></p>	<p>Help us facilitate training sessions or volunteer to substitute in early childhood classrooms. Assist us with classroom resource kits and help conduct early childhood assessments. Help staff with their work in the office or at events in the community.</p>
<p>Community Engagement</p> <p><i>Our focus is on the community. Our goal is to raise the awareness of the critical importance of the early years in a child's life. We advocate for positive changes in policy on early care and education at the local, state and national levels and work with families, business leaders, educators and medical care providers to ensure that children have a healthy start in life.</i></p>	<p>Use your technology and writing skills to assist us with our outreach efforts and help us with our specific projects such as our on-line news letter, public service announcements, pod casts, web design and other materials. Help organize and facilitate community meetings across the region. Assist us by conducting research and helping with advocacy efforts. Volunteer to serve on our Speakers Bureau or just simply work at an outreach event.</p>

Thank you! CC Volunteers Are Making A Difference.



Did you know Collaborative for Children Offers Volunteer & Intern Opportunities

These opportunities are available and more!

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Office Duties | <input type="checkbox"/> Art/Design | <input type="checkbox"/> Writing | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Work with teachers | <input type="checkbox"/> Child Care | <input type="checkbox"/> Technology | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Work with parents | <input type="checkbox"/> Facilitate Trainings | <input type="checkbox"/> Public Speaking |

ACTIVITIES: Prizes, Refreshments, Presentation, Complete Paperwork, Networking Opportunities

ORIENTATION DATES 2008

WHEN: Tuesday, February 19, 2008 (Registration Deadline 02/14/08)
Tuesday, March 18, 2008 (Registration Deadline 3/14/08)
Tuesday, April 15, 2008 (Registration Deadline 4/11/08)
Tuesday, May 20, 2008 (Registration Deadline 5/15/08)
Tuesday, June 17, 2008 (Registration Deadline 6/12/08)
Tuesday, July 15, 2008 (Registration Deadline 7/10/08)
Tuesday, August 19, 2008 (Registration Deadline 8/19/08)
Tuesday, September 16, 2008 (Registration Deadline 9/11/08)
Tuesday, October 21, 2008 (Registration Deadline 10/16/08)
Tuesday, November 18, 2008 (Registration Deadline 11/13/08)

TIME: 6:30 p.m. – 8:30 p.m. (pre-registration is 6:15 p.m. – 6:30 p.m.)

LOCATION: Collaborative for Children
3800 Buffalo Speedway, Suite 300
Houston, Texas 77098
(directions will be sent with confirmation)

PARKING: Surface parking at the meters are free after 6:30 p.m. on weekdays and weekends. Parking information and procedures for Collaborative for Children are at Greenway Plaza. Visitor parking will be validated for 2 hours only; maximum expense is \$10 per day. From the visitor parking lot, attendees should walk under covered breeze-way to entrance of the first floor. Enter building and take the elevator to the 3rd floor, Suite 300.



Yes, I am interested in registering for the orientation to become a Volunteer or Intern!

Location

Collaborative for Children
3800 Buffalo Speedway Suite 300
Houston, TX 77098

Activities

Prizes
Refreshments
Presentation
Complete Paperwork
Networking Opportunities

Parking

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Enter building and take the elevator to the 3rd floor, Suite 300

Leona Baker, Volunteer Program Manager, volunteer@collabforchildren.org O: 713-600-1111, C: 713-540-0715

Registrant Please fax this form to 713-600-1105

Print Your Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Area of Interest _____ volunteer / intern

These Opportunities Are Available and more!

- Office Duties
- Work with Teachers
- Community Outreach
- Art/Design
- Child Care
- Work with Parents
- Writing
- Technology
- Facilitate Trainings
- Marketing
- Special Events
- Public Speaking



VOLUNTEER APPLICATION

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Wk _____ Cell _____

Best time to call _____ a.m. _____ p.m. Which #? _____

E-mail _____

In case of emergency contact: _____

Please Mark All Interested Volunteer Opportunities:

_____ Clerical Aide

(Data entry, update resources and referrals for R&R line, stuff envelopes, help prepare packets, make copies)

_____ Outreach

(Distribute information at community events and health fairs, talk to groups about our services, assist in the creation of new materials)

_____ Marketing /Communications

(Assist with upkeep on website, work on newsletters, research news groups and agencies, write press releases, assist with special events)

_____ Direct Services*

(Help facilitate trainings for parents and providers, assist with Texas Rising Star assessments, help evaluate prospective sites)

* Early childhood experience useful

_____ Advocacy

(Research information and legislation for legislators, state coalitions, parents, staff, providers and community, advocate for effective legislation)

_____ Translation

(Translate materials into another language - Spanish, Vietnamese, Chinese, etc.)

_____ Fundraising

(assist Resource Development Department with special events)

Availability (days/times) _____

Would you be available occasionally to help on special projects or special events outside of your normal volunteer schedule?

_____ yes _____ no

Do you have reliable transportation and a valid Texas driver's license?

_____ yes _____ no

Are you at least 18 years of age?

_____ yes _____ no

Can you perform all the essential elements of the volunteer position with or without accommodations?

_____ yes _____ no

Have you previously served as a volunteer for Collaborative for Children?

_____ yes _____ no If so, when? _____

What would you like to gain from participating as a volunteer with Collaborative for Children?

Special Skills: _____

Have you ever been convicted of a criminal charge or plead guilty or nolo contendere (no contest) in order to qualify for deferred adjudication? You may exclude traffic violations.

_____ yes _____ no

If yes, please explain. Conviction will not necessarily exclude you for volunteer opportunities.

A background check is required for all volunteers. Please complete the attached Consent for Criminal Background History Check Authorization/Waiver/Indemnity.

Signature

Date

Thank you for your interest in volunteering with us!
After completing the application and consent for a background check,
please return both forms to:

**Leona Baker, Volunteer Program Manager
Collaborative for Children
3800 Buffalo Speedway, Suite 300
Houston, TX 77098
P: (713) 600-1111 F: (713) 600-1105**

CC Volunteers Are Making A Difference



APPLICATION FOR STUDENT INTERNSHIP/EXTERNSHIP

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Wk _____ Cell _____

Best time to call _____ a.m. _____ p.m. Which #? _____

E-mail _____

In case of emergency contact: _____

University _____ Area of Study _____

Grad. Date _____ Internship Semester _____ Hrs. Required _____

Advisor/ Teacher _____ Phone Number _____

Please Mark All Interested Opportunities:

_____ **Outreach**
(Coordinate events/health fairs, assist in distribution of information at community events, talk to groups about our services, assist in the creation of new materials)

_____ **Marketing /Communications**
(Assist with upkeep on website, work on newsletters, research news groups and agencies, write press releases, assist with special events)

_____ **Direct Services ***
(Help to facilitate trainings for parents and providers, assist with Texas Rising Star assessments, help evaluate prospective child care sites)
* Early childhood experience useful

_____ **Advocacy**
(Research information and legislation for legislators, state coalitions, parents, staff, providers and community, help advocate for more effective legislation)

_____ **Translation**
(Translate materials into another language - Spanish, Vietnamese, Chinese, etc.)

Availability (days/times) _____

Would you be available occasionally to help on special projects or special events outside of your normal volunteer schedule?

_____ yes _____ no

Do you have reliable transportation and a valid Texas driver's license?

_____ yes _____ no

Are you at least 18 years of age?

_____ yes _____ no

Can you perform all the essential elements of the volunteer position with or without accommodations?

_____ yes _____ no

Have you previously served as a volunteer/intern for Collaborative for Children?

_____ yes _____ no If so, when? _____

Educational Goals: _____

Special Skills: _____

Have you ever been convicted of a criminal charge or plead guilty or nolo contendere (no contest) in order to qualify for deferred adjudication? You may exclude traffic violations.

_____ yes _____ no

If yes, please explain. Conviction will not necessarily exclude you for volunteer opportunities.

A background check is required for all interns. Please complete the attached Consent for Criminal Background History Check Authorization/Waiver/Indemnity.

Signature

Date

Thank you for your interest in working with us!
After completing the application and consent for a background check,
please return **both forms** and **resume** to:

Leona Baker, Volunteer Program Manager
Collaborative for Children
3800 Buffalo Speedway, Suite 300
Houston, TX 77098
P: (713) 600-1111 F: (713) 600-1105