



## Volunteer Application

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Applications can be submitted a variety of ways:

-Hand deliver or mail it to the MISSEY, Inc. Main Office: *470 27<sup>th</sup> Street, Oakland, CA. 94612*

-Fax it to (510) 267-8849

-Email to [volunteer@missey.org](mailto:volunteer@missey.org)

MISSEY, Inc. relies on the help of volunteers each year. Through our volunteer program, the MISSEY Community Collective (MCC), we have a variety of ways that our supporters can volunteer with us. The MCC is divided into six different project groups. Please see the project group descriptions below, and indicate in your application what group(s) you are most interested in.

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### PROJECT GROUP DESCRIPTIONS

#### 1. Public Policy Group

The primary goal of this group is to inform public policy makers and other individuals in a position of power on the issues and needs regarding CSEC. The hope is that when these individuals are faced with a decision or legislation regarding CSEC they will be well informed to make choices that produce the best outcomes for CSEC.

#### **Group responsibilities:**

- Generate awareness of CSEC to policy and law makers
- Attend community counsel board meetings
- Reach out to law makers and legislative members
- Organize and coordinate campaigns

#### **Skills set desired for group members (skills you have or would like to gain):**

- General knowledge of CSEC
- Good writing and communication skills
- Confidence in speaking with people of authority and in public
- Political Organizing

#### 2. Outreach Group

The purpose of this group is to raise awareness about the commercial sexual exploitation of children as well as to gain support for MISSEY's on-going efforts.

**Group responsibilities:**

- Setting up and facilitating MISSEY tables at events throughout the community
- Planning community events to raise awareness and mobilize
- Making presentations throughout the community to gain support for MISSEY
- Recruiting volunteers into the MISSEY Community Collective

**Skills set desired for group members (skills you have or would like to gain):**

- Strong oral communication and enjoy talking to people
- Public speaking
- Event planning and coordination
- Networking

**Upcoming group project:**

MISSEY CSEC Community Education Day  
November 20, 2010, 11am to 3pm  
Humanist Hall, Oakland

3. Fundraising Group

The purpose of this group is to raise money for MISSEY's on-going efforts.

**Group responsibilities:**

- Plan and coordinate fundraising events
- Solicit donations of money and in-kind goods and services
- Plan and coordinate fundraising projects (i.e.: e-script, Sees Candy sales)
- Sell tickets to MISSEY events

**Skills set desired for group members (skills you have or would like to gain):**

- Comfortable asking for donations of money, goods and services
- Strong oral and written communication skills
- Event planning and coordination
- Networking

4. General Organization Assistance

The purpose of MISSEY's General Organization Assistance group is to provide administrative and project assistance on-site at the Alameda County Family Justice Center.

**Group responsibilities:**

- Research
- Filing/ Copying

- Data entry
- Following up on general inquires to MISSEY via e-mail and phone
- Miscellaneous

**Skills set desired for group members (skills you have or would like to gain):**

- Computer literacy
- Strong written and oral communication skills
- Familiarity with general office equipment
- Internet research

5. Client Services Group

Note: You can not join this project group until you have: 1) Volunteered through one of the other project groups for a minimum of six-months 2) Completed MISSEY's clearance process 3) Attended at least five of the monthly volunteer trainings

The purpose of MISSEY's client services project group is to assist MISSEY's Direct Service staff in providing support and supervision for client services.

**Group responsibilities:**

- Mandatory attendance at MISSEY monthly trainings
- Providing support in the SPA, drop-in center
- Assisting in putting on special events and celebrations for MISSEY clients
- Supporting MISSEY clients on fieldtrips
- Providing one-on-one mentorship to MISSEY clients

**Skills set desired for group members (skills you have or would like to gain):**

- Knowledge of the impact of the commercial sexual exploitation of children on victims
- Comfortable spending time with youth for listening and holding space
- Youth leadership development
- Non-judgmental and open to youth's perspective

## VOLUNTEER INFORMATION

### Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
E-Mail Address	
Birthday ☺	

### Availability

During which hours are you available for volunteer assignments?

- Weekday mornings      Between the hours of 10am–12pm  
 Weekday afternoons      Between the hours of 1pm-3pm  
 Weekday evenings      Between the hours of 4pm-6pm

### Interests

Tell us in which areas you are interested in volunteering

- MCC Outreach Project Group  
 MCC Fundraising Project Group  
 MCC Public Policy Project Group  
 MCC Wish-List Project Group  
 MCC Client Services Project Group\*  
 MCC General Organizational Assistance

\* A minimum of a six-month commitment volunteering with MISSEY is required. Your six-months can be waived if you have worked in the same capacity as MISSEY and your work can be verified by our Executive Director.

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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### Previous Volunteer Experience

Summarize your previous volunteer experience.

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### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us!