



N508 Goqo Road
uMlazi
4031

Tel: +27 31 829 2988
Fax: +27 86 562 2556

VOLUNTEER APPLICATION

PERSONAL DETAILS

First Name: _____ Last Name: _____

Gender: Male Female South African Citizen (Yes/No): _____

Date of Birth: _____ I.D. Number: _____

Email: _____

Telephone: _____ Mobile Phone: _____

Driver's Licence: _____

Residential Address: _____

_____ Code: _____

Postal Address (If different from residential): _____

_____ Code: _____

Disability (supply details): _____

Doctor's Name: _____ Telephone: _____

VOLUNTEER AVAILABILITY

Hours and days a week you are available

Hours (per week): _____ Monday Tuesday Wednesday Thursday
 Friday Weekends (Limited)

Time period you are available - We ask for a minimum of a 3 month commitment:

Between _____ and _____

Note: This can be an estimate and can be finalized at a later date.

LANGUAGES

Please list any languages you speak.

Language: _____ Proficiency: _____

Language: _____ Proficiency: _____

Language: _____ Proficiency: _____

Language: _____ Proficiency: _____

Language: _____ Proficiency: _____



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EDUCATIONAL BACKGROUND

Educational institutions attended?

Institution: _____ Degree: _____ Year: _____

Institution: _____ Degree: _____ Year: _____

Institution: _____ Degree: _____ Year: _____

PROFESSIONAL BACKGROUND

X Foundation volunteers will provide various support to the Foundation. They will also assist in building the capacity of the Organisation.

Please indicate which of the following areas you have professional or academic experience and/or interest in, so that we can determine if we have a volunteer opportunity that fits you.

Marketing: Volunteers work with the organisation to develop its branding and communications with the goal of supporting its mission. This may be in reference to fundraising campaigns, program promotion, advocacy initiatives, etc.

To better determine the potential scope of your project, please indicate which areas you have experience in:

- Branding
- Graphic design
- Web design
- Social marketing
- Communications
- Market research
- Market campaign development
- Fundraising
- Event Management
- Advocacy
- Other relevant experience: _____



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PROFESSIONAL BACKGROUND

Documentation/Monitoring and Evaluation: Volunteers assist partners in documenting programs and processes both for internal purposes and external advocacy. They may also assess program impact and process efficiency, identifying areas for improvement and making program and organisational recommendations.

To better determine the potential scope of your project, please indicate which areas you have experience in:

- Program documentation
- Administrative systems design
- Monitoring and evaluation
- Statistical analysis
- Staff training
- Creating marketing/informational materials
- Social research/ academic writing such as white papers and case studies
- Presentation skills
- Other relevant experience: _____

Business Planning: Volunteers may work directly with a partner NGO to understand their financial situation and needs, develop long-term financial strategies and sustainable revenue incomes, and establish procedures for financial reporting. This can include analyzing the financial health of the organisation, forecasting future resource needs and providing recommendations for sustainably meeting financial requirements by creating proposals for sustainable funding schemes or budget allocations. Volunteers also build systems and procedures for financial reporting so that organisations are able to make future assessments independently.

To better determine the potential scope of your project, please indicate which areas you have experience in:

- Finance
- Accounting



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PROFESSIONAL BACKGROUND

- Administrative systems development
- Staff training
- Grant writing
- Fundraising
- Corporate partnership development
- Income-generating program development
- Other relevant experience: _____

Educational Programs: Volunteers may assist partner organisations to increase their teaching capacity by designing curriculum, assisting in teacher training, and establishing educational administrative systems. Educational programs may be focused on specific learning objectives or populations such as computer training, and special education.

To better determine the potential scope of your project, please indicate which areas you have experience in:

- General primary education
- Adult education
- Special education
- Computer education
- Education research
- Education policy
- Curriculum design
- Teacher training
- Education administration
- Other relevant experience: _____

Other skills: Because X Foundation's partners have diverse needs, X Foundation has various and constantly changing opportunities for volunteers. If your background and experience does not fit any of the above positions, please let us know what your skills, expertise, talents or interests are and how you would like to use them.



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PROFESSIONAL BACKGROUND

- Information Technology
- Journalism/Writing
- Filmmaking
- Web/design
- Fundraising
- Social Research
- Health Education/Public Health
- Water/sanitation
- Building/Infrastructure
- Other relevant experience: _____

Please write a brief description of the kind of activity you would like to undertake as a X Foundation volunteer given your background and interests.



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REFERENCES

Please provide us with 2 professional or academic references, if any:

1. Reference

Full Name: _____

Title: _____

Organisation: _____

Telephone: _____

Email (required): _____

2. Reference

Full Name: _____

Title: _____

Organisation : _____

Telephone: _____

Email (required): _____

How did you hear about the X Foundation?

- Web search
- Through career services at my school: _____
- Volunteer-related website: _____
- Another X Foundation volunteer
- Personal reference
- Other: _____

INSTRUCTIONS FOR APPLICATION SUBMISSION

Please save your application and send it along with your CV/Resume as an attachment to:

n.xulu@xulufoundation.org

I, _____ (the applicant for the volunteering programme), I hereby declare that the details on this form are true and correct. I hereby absolve the X Foundation of liability for any injury arising during my volunteer work.

Signed:..... **Date:**..... **Signature of Parent / Guardian (if under 18 years)**