



Aniridia Foundation International

Aniridia Foundation International (AFI) Volunteer Opportunities

We are excited about offering Aniridia Foundation International members an opportunity to play a significant role in the future of your very successful nonprofit. We have several volunteer opportunities. Some can be done locally, and many can be performed anywhere. **We need your volunteer skills** to help keep our overhead minimal, and our funds to be used wisely for our mission of education/awareness, research, and helping those with Aniridia Syndrome. It takes a village.....be a part of our team to make a difference in many lives, including you or your loved ones with Aniridia Syndrome.

Because we have experienced incredible growth over the last 15 years, the time has come when the AFI can no longer do all we want to accomplish with one Executive Director and some dedicated volunteers. Therefore, we are moving toward a more organized and focused volunteer program so that we may continue to use the majority of funding for programs, research, and critical support instead of hiring paid staff.

Volunteers, who are enthusiastically interested in being a part of this next critical step, are invited to complete the short **Volunteer Application** below to tell us **what you like to do** and **what skills you have**. Once accepted, we will send you the **Volunteer Handbook**, and the **Code of Conduct to read and sign**. For those who want to play a more significant **future role** in the organization, there may be an opportunity for you to be invited to hold a term seat on the ***AFI Angel Members Board***. An invitation for this benefit will **only** be given after a **minimum of two years of dedicated volunteering** and will be based on your performance, etiquette, and successful volunteer work. Holding a seat on the AFI Angel Members Board is beneficial and a great privilege. We hope all volunteers strive for this special opportunity.

Submit your completed application with the following:

- ✓ ***Application***
- ✓ ***Bio area 1 page or less (see info below)***

If you feel that you do not have the time or the ability to commit to being an active volunteer, there are other ways you can help make a difference:

- Contact the AFI office on how to submit an Event Application to host your own fundraiser to benefit the AFI.
- If you are not already a monthly donor, please consider becoming one. You can donate via your bank's free bill pay or online with a credit card at our secure area http://weblink.donorperfect.com/AFI_MONTHLY

******* Only working together can we make a difference. *******

Aniridia Foundation International Volunteer Application Form

(Please note: You can fill out this PDF form by opening it through Acrobat Reader. Please do not open through Mac Preview.)

Contact Information

First Name: _____ Last Name: _____

Membership ID #: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Home Phone: _____

Cell Phone: _____

E-mail Address: _____

(We will NOT share your E-mail address with any other outside entity.)

In an effort to place you in the best volunteer position, please answer the following questions:

1. What other nonprofits do you volunteer with or support – explain your tasks and hours per month for each organization or how you support them?

2. How many hours per month are you able to devote to the AFI work? _____

3. Do you have successful experience in being a leader of a committee or managing people? If so, please detail below.

Placement Preferences and Brief Committee Descriptions

Please review the basic committee information below. Checkmark those committee areas that you wish to be considered for due to your interest and skills.

_____ **Conference and Retreat Planning:** Help the AFI Angel Members Board and the AFI Director with conference planning or other gatherings, etc. **Conference subcommittees include fundraising, logistics, childcare, hospitality, transportation, Make a Miracle Dinner and social events, etc.**

I would like to be a **committee leader** position on the conference subcommittees.
First choice: _____ Second choice: _____

I would like to be a committee member on the following committees: _____

_____ **Fundraising:** This committee will have several subcommittees which are listed below. **All committee members** are encouraged to bring in a list of potential donor contacts. **This committee will also help with the upcoming Make a Miracle conference.** The whole committee should be prepared to brainstorm with other members on setting up an annual sponsored Aniridia Foundation International fundraiser and creating/publishing suggested ideas for individual fundraising efforts.

- Corporate and small business fundraising
- Grant writing (have previous experience?)
- Special events (Aniridia Foundation International sponsored fundraisers and events. Also, assisting member fundraisers to benefit the AFI by donating proceeds to AFI.)
- Campaign fundraising (Monthly donor program, research funding campaign, etc)
- Online (eBay, Charity Buzz, Electronic Letters of Love)

_____ **Communications:** In addition to general communications tasks, this committee will also have **three subcommittees** who will work with the AFI office and other committees in communication tasks of events, exhibiting, news, marketing, graphics and social media, etc. In addition, those chosen for leadership positions will help to share the AFI approved timely information and get requested information from members.

- The **Social Media** subcommittee - Volunteers will be assigned a moderating task in the private members' area based on their application and experience or other tasks. Additionally, these volunteers will assist a supervisor with Facebook and Twitter according to the Volunteer Handbook Social Media rules.
- The **Marketing and Graphic Design of Materials** subcommittee (**experience required**): Will help create awareness with campaign materials, conference materials, and other Aniridia Foundation International information.
- The **Eye on Aniridia (EOA) News Edition and Website**: Will take an active part in writing and gathering articles for the AFI news edition, *Eye on Aniridia* or help with the website. **Some writing and/or computer experience is required, however, assistance by our EOA staff.**

_____ **Education and Social Support:** Will help guide our members with education and social support issues. People with professional experience in teaching, VI, O&M, nurses, psychologists, etc would be of great interest. Also, peer support and knowledge of adaptive devices from visually impaired members who wish to be on this committee will be chosen based upon their application, experience, and one-page bio. Some volunteers will be asked to moderate a forum area specific to your area of expertise in our private members' area.

_____ **Research:** Committee members with research or medical knowledge will search for peer-reviewed published articles for the private members' area and help with various tasks related to the AFI research protocol, the vetting of Medical / Scientific advisory council members, previewing the research funding applications and various tasks related to the AFI Medical Registry program.

Skills and Experience

Please check those skill areas in which you have experience.

_____ Administration

_____ Event Management

_____ Financial Management

_____ Graphic Design

_____ Writing/Editing/Researching

_____ Public Speaking

_____ Management

_____ Grant Writing

_____ Fundraising

_____ Health Care Provider

_____ PR/Media Relations

_____ Teaching/Education

_____ Computer Programming or IT

_____ Audio Visual

Other experiences not listed above: _____

***** NOTE: Committee volunteers will be required to make their volunteering a priority and to attend the committee phone conference calls. An unexcused absence will result in dismissal from the committee, notated in your file, and will be considered in any future applications for other committees. *****

Personal Bio

Please attach a **Bio** (1 page Max) to this application.

Please include:

- ✓ Why you want to become actively involved.
- ✓ What experiences you have had that you believe would be of help to the AFI.
- ✓ How Aniridia Syndrome is part of your life.

How to submit your application and bio: (Pages 2-5)

Please fill out and then

E-mail to aniridia@make-a-miracle.org or Mail to Aniridia Foundation Intl,

PO Box 5705

Charlottesville, VA 22905-5705

My Bio

Name: _____