



**MASSACHUSETTS CENTER FOR
NATIVE AMERICAN AWARENESS, INC.**

85 Constitution Lane, Suite 3B-1

Danvers, MA 01923

Phone/Text 617-642-1683

www.mcnaa.org (website) mcnaa@aol.com (e-mail)

Volunteer Information Sheet

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Telephone Number: () _____ Text Number: () _____

Your age Group: ___ 18-38 yrs. ___ 39-59 yrs. ___ 60-80 yrs.

Do you have your own vehicle and do you drive? ___ Yes ___ No

Best way to contact you for quick reply: ___ text ___ e-mail ___ facebook messenger

Are you: ___ Employed ___ Retired ___ Homemaker
 ___ A Student If student, what college? _____

Are you volunteering for college credit or some other college reason? ___ Yes ___ No

Days and hours you are available to volunteer: _____

Date you are available to start volunteering: _____

How did you become aware of the Mass. Center? _____

What do you feel your best skill-sets are? _____

Which areas are you interested in helping with/have experience in *(check all that apply):*

Administrative:

- Process memberships
- Fold flyers and other information then stuff, label & stamp envelopes
- Data entry (using Access Database Program)
- Make telephone calls to members & donors

Help at one of MCNAA's 2019 Events:

- Pow-wow at Plug Pond, Haverhill. (Sept. 7-8)
- 70's-80's Fundraising Dance in Middleton (North Shore) (Sat., Sept. 28)
- Fundraising Auction in Middleboro (South Coast) (Sun., Oct. 20)
- Pow-wow at Pingree School, S. Hamilton. (Sat, Nov. 2)
- 50's-60's Fundraising Oldies Dance in Canton (Sat., Dec. 7)

Graphics Design:

- Create a new format or template for the newsletter
- Design and layout a new organization brochure
- Design and layout a new fundraising brochure

Fundraising:

- Identify and solicit Corporate and Business Sponsorships with a MCNAA official
- Write grant proposals
- Come up with fundraising ideas and help MCNAA implement them
- Share information and work with MCNAA on Fund Development
- Create/Work on a Monthly Giving Program for MCNAA

I know about on-line programs/resources and can set up:

- A new Website
- A Donor Tracking Program
- A new Membership Database
- An on-line Auction

Other: _____

