



**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 Form**

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    \_\_\_ face book 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 hear about 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 Events this Year:**

- Fundraising 1950's-60's Oldies Dance in Canton (Sat., April 14)
- Pow-wow in Marshfield (May 26-27)
- Pow-wow in Haverhill (Sept. 8-9)
- Fundraising Auction in Middleboro (Sun., Oct. 21)
- Fundraising 1950's-60's Oldies Dance in Canton (Sat., Dec. 1)

**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
- Design and layout a new program book for the 2019 Anniversary Celebration

**Fundraising:**

- Identify and solicit Corporate and Business Sponsorships with a MCNAA official
- Write grant proposals
- Brainstorm fundraising ideas and help MCNAA implement them
- 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 task you have that you feel would be helpful to MCNAA:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MCNAA NOTES:**