



## Volunteer Manual

### Conceptualization

The Foundation considers the participation of the volunteers as a social, cultural, and economical development tool inside a fast-moving world. It is based on freely acquired personal motivations and decisions. It is a way to maintain active citizenship and the commitment to the community, whether it is individually or as a group inside a civil society organization's framework. It in fact enriches your human potential and the quality of everyday life since it forges solidarity and responds to the big challenges of our time, making an effort to create together a better world with peace, understanding and equity.

The Foundation's Social Responsibility Promotion Program considers individual behavior as one of its basis. A fundamental and enduring change requires a transformation that begins at the core of society, in which each member practices their citizenship based on values aimed at society's overall wellbeing.

The Foundation offers the opportunity to contribute your time and talent to a social cause, on the basis of the guidelines considered in this Manual.

### The volunteers' basic principles:

- A) To identify yourself with the mission, the goals and the values of the Foundation.
- B) To behave as a committed member of the Foundation.
- C) To participate enthusiastically in the tasks that are assigned to you and that you have accepted.
- D) To contribute with time and talent.
- E) To volunteer with no vested interests.
- F) To strengthen the institution with your contribution.

The mission of the Foundation is: *"To involve society in improving the well-being and standard of living for Oaxaca's most vulnerable and marginalized communities, through initiatives that lead to fundamental and lasting changes."*

To work voluntarily with OCF means to collaborate with others to improve the quality of life of impoverished communities and their children, youth, women and the general population.

Being a volunteer can give great satisfaction and a sense of pride in being able to do something for others. Being a volunteer can be a shared experience of assisting our community and it can also be an interesting experience, particularly if the tasks you will undertake are related to your personality and your idea of whom you can enrich with your labor.

### **How can you collaborate?**

Participating as a volunteer means to fulfill various tasks within a time frame that is previously established between both parties. Therefore, it is necessary that you have a real commitment to this work during the prearranged hours since we count on your services in order to fulfill our goals.

Finally, the applicants will be requested to present a résumé that will allow us to have a profile so we can assign him or her to mutually fulfilling activities. We would like to know why you want to be a volunteer, what you do best and what you dislike the most so that we can adequately place you.

Finally, if it is possible, we would like you to share your personal viewpoints with us about civil society organizations and maybe you can include some personal anecdotes that you would like to share.

### **Where can I join?**

If you are interested you can contact the Foundation:

Telephone: (951) 520 -0341  
Tel / Fax: (951) 520 -3844  
2da. Privada de Sabinos No. 209  
Planta Baja  
Colonia Olimpica, C.P. 68020  
Oaxaca, Oax. México  
[fundoax@prodigy.net.mx](mailto:fundoax@prodigy.net.mx)  
[www.fundacion-oaxaca.org](http://www.fundacion-oaxaca.org)

Contact: Michelle Ortega  
Director of Development  
[michelle@fundacion-oaxaca.org](mailto:michelle@fundacion-oaxaca.org)

## QUESTIONNAIRE FOR THE VOLUNTEER APPLICANT

Name:

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Address:

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Telephone:

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Cell phone:

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E-mail:

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Date:

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Nationality:

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### HOW MANY HOURS DO YOU WANT TO WORK?

0-5 hours per week ( )

5-10 hours per week ( )

10-15 hours per week ( )

15-30 hours per week ( )

Other ( )

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___	From ___ to ___

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**WHAT KIND OF WORK WOULD YOU LIKE TO DO?**  
**-IDENTIFY YOUR CAUSE**

**IN THE FOLLOWING LISTS, PLEASE PLACE AN (X) FOR THE ITEMS THAT YOU WISH TO HELP US WITH, AND PROVIDE A BRIEF EXPLANATION OF YOUR EXPERIENCE WITH EACH ITEM.**

**OFFICE WORK**

Database capturing

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Phone calling and answering

---

Faxes and correspondence, receiving and sending

---

Appointment scheduling

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Filing

---

Internet managing

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**PUBLIC RELATIONS AND FUNDRAISING**  
**(SOCIAL RESPONSIBILITY PROGRAM)**

Graphic Design

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Proofreading

---

Promotion and publicity

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Organize special events

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Visits to potential donors

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Donor tracking

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Proposal writing

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Report writing

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Public presentations

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Media relations

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Minutes of meetings with donors and the board

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Meeting with groups to show Power Point presentations, etc.

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Other

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## **COMMUNITY DEVELOPMENT (DEMIREGION PROGRAM)**

Monitoring

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Evaluations and followup

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**VIRTUAL COLLABORATION**

Translations

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Communications

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Newsletter writing

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Proposal writing

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**ACCOUNTING AND FINANCES**

Expense registry.

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Filing, register in financial documents and software.

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Elaborate flow charts.

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Update system information.

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Design a data base of suppliers, consultants, donors and grantees.

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Elaborate institutional financial declarations and updates.

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Elaborate financial reports.

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**LANGUAGES**

Indigenous languages	(%) Spoken	(%) Written
Spanish	(%) Spoken	(%) Written
English	(%) Spoken	(%) Written
French	(%) Spoken	(%) Written
German	(%) Spoken	(%) Written
Others	(%) Spoken	(%) Written

***Thank you for Becoming Oaxaca's Hope!***