Volunteer Application

Volunteers play an essential role in the operation of Insight-Out and the GRIP Program, especially as we build our infrastructure and capacity to respond to the growing demand for our programs.

We prefer that you commit 5 hrs/week or more for one year. Most volunteer work can be done remotely.

Please complete the application and then email it, along with your resume, to our administrative director: veronica@insight-out.org

Contact Information

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<th>NAME</th>
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<td>EMAIL ADDRESS</td>
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<td>PHONE</td>
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How did you hear about the Insight-Out/GRIP Program?

[Blank space for answer]

What is your occupation currently? If a student, what are you studying?

[Blank space for answer]

What are some of the main skills you’d like to contribute to the Insight-Out?

[Blank space for answer]

What is your availability? (i.e., which days do you envision working?)

[Blank space for answer]
Volunteer roles
Please read through the roles on the following pages and click the checkboxes or highlight any and all roles that pique your interest. If you would like to apply your unique skills and talents to an area not listed below, please use the “Create Your Own Role” box at the end of the form.

### WEB SITE & BLOGS

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<th>Role</th>
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| Website Content Management | Help us keep our online content fresh and up-to-date: format and post new articles  
  - Are you familiar with WordPress and very basic HTML?  
    - Yes  
    - No  
  - Are you familiar with Joomla?  
    - Yes  
    - No  
  - Are you familiar with Mailchimp?  
    - Yes  
    - No |
| Web Site Metrics Analysis | Using Google Analytics, etc., collect metrics and fill out summary reports that answer the following questions.  
  1. Which areas of the site are the most/least popular?  
  2. Which blog posts generate the greatest number of unique visitors?  
  3. Where are our new members coming from?  
  4. Which marketing avenues are most effective? |
| Graphic Design | Help design web pages, e-newsletters, workbooks, logos, and print materials (invites, fliers, cards). Must have design experience.  
  - Graphic Design: InDesign |
| Web Site Development | Help us update and edit our web pages. Must have experience building web sites. |

### SOCIAL MEDIA & ONLINE COMMUNITY PRESENCE

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| Social Media Presence | Help Insight-Out/GRIP leverage social media to bolster its online presence. Maintain, update, expand, and promote our social network portals. Check off any services you have experience with below.  
  - YouTube  
  - Facebook  
  - Flickr  
  - #Hashtag  
  - Twitter  
  - Upcoming.org |
| Social Media Metrics Analysis | Help us take stock of our social media outlets’ reach in the online community: collect and analyze metrics, and fill out summary reports. |
| Online Presence Moderation | Help us keep tabs on our presence online - who’s talking about us, in what context, and why? Monitor Google Alerts and fill out summary reports. Provide list of additions for the “Latest News” section of the website. |

### NEWSLETTERS & OUTREACH

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<td>Networking &amp; Syndication</td>
<td>Get us noticed in the blogosphere: monitor and build relationships with other popular sites and blogs that address similar topics. Participate in other blogs’ discussions, sharing announcements and posting comments that include links back to us. Look for ways to repurpose GGSC content as well as manage cross-linking and guest posting relationships. Search for external videos to include on our site that resonate with our mission.</td>
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<tr>
<td>Newsletters</td>
<td>Help us gather content for quarterly newsletters. Involves research, writing, and editing. Also help prepare newsletters and email lists in Mailchimp for mailings.</td>
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<tr>
<td>Media Relations</td>
<td>Help develop our brand and attract attention to our core mission and supporting initiatives. Handle incoming requests and conduct outreach campaigns, soliciting interviews, book reviews, and other press.</td>
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**FUNDRAISING**

| Fundraising | Sustainable funding is essential for the continuation of work toward Insight-Out/GRIP goals. Update and manage the foundations database, write and manage grant applications, research and propose new funding avenues. Also research/manage potential sponsors and underwriters for our events and website. |

**EVENTS**

| Event Planning  | Help plan Insight-Out/GRIP events (public talk, panel, fundraising, graduations) that aim to build community, get the word out, and/or raise money. Responsibilities include food/venue logistics, speaker communication, and equipment coordination. |
| Event Publicity | Help create announcements and other materials to advertise upcoming Insight-Out/GRIP events. Disseminate announcements, particularly using social media tools. Identify and pursue opportunities to promote Insight-Out/GRIP events to other organizations. |
| Event Staffing  | Assist with attendee registration and product sales at Insight-Out/GRIP events. Answer basic questions from event attendees. Help with event set-up and clean-up. Help take audience questions during Q&A portion of events. |

**VIDEO CREATION & EDITING**

| Multimedia Production | If you have experience in video production or post-production, or with video webcasts, we would love your help. Volunteers will also serve as production assistants at Insight-Out/GRIP video shoots (e.g., helping with camera set-up, audio, and lighting) and as assistant video editors (e.g., logging and transcribing video footage, offering input on decisions about which video clips to highlight on the Insight-Out/GRIP website). |

**RESEARCH ASSISTANCE**

| Research Assistance | • Track new research findings on topics related to prisons, prisoners, rehabilitation, etc.  
• Take on research questions and find relevant journal articles that elucidate that subject.  
• Write short “research briefs” on new research findings that are of interest to Insight-Out/GRIP  
• Contribute to Insight-Out/GRIP’s social media by posting research content that speak to our mission.  
• Help proofread Insight-Out/GRIP articles and reports.  
• Transcribe interviews Insight-Out/GRIP.  
• Help identify and obtain books that are relevant to Insight-Out/GRIP, writing occasional book reviews. |

**WRITING/EDITING & ADMINISTRATIVE**
☐ Administrative Support and/or Editing

- Run errands, make copies, stuff envelopes, organize files,
- Database management (excel spreadsheets)
- Editing at all levels: transcribing, proofreading, copy editing/line editing, structural editing,
  and substantial editing (evaluated for core substance, style).

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<th>CREATE YOUR OWN ROLE</th>
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<td>Don’t see a role above you like, or have a better idea of how you to put your unique skills and interests to use? Describe below.</td>
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Person to Notify in Case of Emergency
Name: 
Relationship: 
Primary Phone: 
Alternate Phone: 
E-Mail Address: 

Our Policy
It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Agreement and Signature
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Print name clearly, please

_________________________________________    ___________________
Signature                                      Date

Thank you for completing this application form and for your interest in volunteering with Insight-Out. Please return this application to our administrative director: veronica@insight-out.org