



## New Adventures in Learning Volunteer Form

As a volunteer organization, New Adventures in Learning relies on its members in order to plan and carry out programs. Only with the work of many member volunteers can New Adventures keep going and growing strong!

Please identify any areas where you are willing to help.

### In the classroom

- Teach a class
- Lead a field trip
- Facilitate a roundtable discussion
- Be a teacher assistant - welcome presenters and help with classroom logistics
- Provide tech support – turn on/adjust DVD, computer, projector, microphone
- Be a lab assistant for computer lab courses

### With the curriculum

- Identify new class topics and help recruit new presenters
- Edit and proofread the class descriptions and curriculum guide
- Develop class schedule based on presenter requests and room availability
- Evaluation – survey students and presenters to identify areas of strength and weakness

### Publicizing New Adventures

- Write articles for the Splash and other local papers
- Distribute flyers and posters in the community
- Represent New Adventures at HOA activity fairs
- Join the speakers bureau and tell others about New Adventures
- Edit our member Newsletter (3 issues per year)

### Operations

- Web site - keep the web pages (hosted on the college web site) up to date
- Make reminder calls to members/to presenters
- Help set up refreshments for social events
- Help with mailings
- Work summer open house/ registration

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_