



Cornell University
Cooperative Extension
Rockland County



Non-profit Volunteer Request Form

Non-Profit Agency Application -- Seeking Volunteers

If your organization is looking for volunteers – other than Board members -- the Institute for Non-Profits may be able to help. Simply complete this form and submit it to Cornell Cooperative Extension. We'll try to find community leaders who meet your needs and will ask them to contact you to determine if this is the best match for you and them. *Please note: Acceptance of this application does not necessarily guarantee a match. Please email completed form to Paul Trader at INPRockland@gmail.com or fax to 845-429-8667.*

GENERAL INFORMATION	DATE: 3/31/2015
Organization Name: Haitian American Cultural & Social Organization (HACSO Community Center)	
Address: 24 West Street Spring Valley NY 10977	
Contact name: Zacha Tuttle	Title: Program Coordinator
Telephone: 845- 352-5897 ext 25	Fax: 845-352-5939
E-mail: ztuttle@hacsocommunitycenter.org	Is organization a 501c3? Yes
Website address: www.hacsocommunitycenter.org (under construction)	
<p>Organization's mission statement: To provide support services to the immigrant community to achieve self-sufficiency, ultimately enabling them to become active contributors to the economic, social, and economic development of their communities.</p>	

DESCRIPTION OF VOLUNTEER WORK
<p>Please describe the type of volunteer work your organization has available; be sure to include nature of the work to be done, time commitment, number of volunteers needed, and other pertinent information.</p> <p>Support to immigration specialist - One day a week, 2-3 hours per day. Help maintain client files, and update information on application status.</p> <p>General Administrative Assistance for Office - Fridays 9am, for 3- 4 hours. Greet and direct clients at the front desk, answer calls and general assistance. Bilingual Creole and/or Spanish preferred.</p> <p>Program Support for Office of New Americans - One - two days a week, 2-3 hours per day. Help clients with intake (Bilingual preferred), maintain client files, call students, filing.</p>
<p>What skills should this volunteer have?</p> <p>For some of the opportunities available, it is preferable for the volunteer to be fluent in Creole and/or Spanish. The volunteer should have some experience working with the community, and professional demeanor.</p>

Does your organization have a formal Volunteer Intake Process or Volunteer Application to be completed?

Our organization does have a volunteer application that will need to be completed.

Please feel free to add any information that would be helpful for prospective volunteers to know about your organization: