



VOLUNTEER APPLICATION

Name: _____

Street Address: _____

City, St., Zip: _____ E-mail: _____

Phone: Wk _____ Hm _____ Cell _____

THE VOLUNTEER PROGRAM

1. **You commit to work 50 hours for every 20 hour group language class that you take**
 - 50 hours can be earned concurrently while taking the class
 - The 50 hours of work must be completed before the 20 hour class is completed
 - You must be scheduled for a minimum of 4 hours weekly, on a set schedule approved by Apryl Ruiz, the Front Office Coordinator
 - You agree to track your hours weekly in the TFLI computer
 - Most tasks are administrative in nature (light office work) for various departments
2. **You pay for materials, if materials are required for the class.**
3. **You show proof of eligibility to work in the United States.**
4. **Submit your resume and a cover letter or brief essay (2-3 paragraphs) that explains the skills that you could offer the Institute as a volunteer and why you want to learn a foreign language.**
5. **You select the 20-hour group class of your choice and, provided that sufficient enrollment has been met for the class, your educational experience begins!**

PLEASE INDICATE YOUR AVAILABILITY TO VOLUNTEER IN OUR OFFICE. OPENINGS ARE AS FOLLOWS (FIRST COME FIRST SERVE BASIS); HOWEVER, IF YOUR AVAILABILITY IS DIFFERENT THAN WHAT IS LISTED BELOW, WE WILL DO OUR BEST TO WORK WITH YOUR SCHEDULE:

MONDAY	<input type="checkbox"/> 10:00 am – 2:00 pm
TUESDAY	<input type="checkbox"/> 10:00 am – 2:00 pm
WEDNESDAY	<input type="checkbox"/> 10:00 am – 2:00 pm
THURSDAY	<input type="checkbox"/> 10:00 am – 2:00 pm
FRIDAY	<input type="checkbox"/> 10:00 am – 2:00 pm
SATURDAY	<input type="checkbox"/> 8:30 am – 12:00 pm

PLEASE INDICATE THE EXACT CLASS THAT YOU WISH TO TAKE:

LANGUAGE _____ LEVEL _____ DAY/TIME _____

PLEASE RESPOND BY FAX OR E-MAIL TO:

Fax to: 615.741-7331 – ATTN: Apryl Ruiz

Email to: apryl@tfli.org