



## Lifelong Learning Institute at Virginia Tech

### Volunteer Interest Form

*Volunteers are central to the success of our LLI. Volunteers don't need prior experience or expertise in a particular field, although this is always welcome. Everyone has the talent to help in some capacity. As a new LLI pursuing the twin goals of growth and program quality, opportunities to contribute will be numerous and varied. And as a community of lifelong learners, we hope that volunteer work will provide opportunities for individual growth and satisfaction. Thank you for considering the many ways you could support the Lifelong Learning Institute at Virginia Tech. We look forward to serving alongside you during the coming months.*

#### **Volunteer Interest Forms can be submitted three ways:**

- Drop off your completed form at Continuing and Professional Education, 702 Prices Fork Rd, Blacksburg, attention LLI Registrar.
- Scan and email your completed form to [lifelonglearning@vt.edu](mailto:lifelonglearning@vt.edu)
- Mail your completed form to: Continuing and Professional Education, LLI Registrar  
Virginia Tech  
702 Prices Fork Road, Mailcode 0272  
Blacksburg, VA 24061

First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Method of Communication:  Home Phone  Cell Phone  Email

Are you currently employed?  Yes  No

Current or previous occupation: \_\_\_\_\_

Please describe other volunteer roles/activities that you have had and enjoyed.

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#### **The greatest current needs for volunteers are listed below. Please check all that are of interest to you:**

- Serving as a Class Assistant:** Provide instructional support and assistance to instructors as needed during class meetings to include, but not limited to classroom set up, making announcements, distributing course materials, etc.
- Serving as an Audiovisual/Technology Assistant:** Provide AV support for instructors throughout the course; experience preferred. Training is available as needed.
- Serving as an Event Assistant:** Provide support and coordination for LLI events; may include event set up and coordination, driving vans for trips/tours, and related tasks.
- Serving on the Faculty:** Provide learning opportunities by teaching a class, conducting a tour, or leading a discussion group.

***Continued on the back!***

*Additional volunteer opportunities:*

**Lifelong Learning Institute at Virginia Tech**

A program of the Office of Outreach and International Affairs



- Providing Registration Support:** Register participants for special events (simple data entry during each registration period). Training is available.
- Coordinating LLI Volunteers:** Provide support for contacting members who are interested in volunteering and scheduling volunteers to meet LLI's needs.
- Supporting Publicity Efforts:** Provide guidance and support for publicity efforts that will expand the reach of LLI information to prospective members throughout the New River Valley; may include drafting press releases, recommending updates to the webpage, distributing flyers, or coordinating social media efforts.

**LLI Committees:**

Opportunities to serve on one of LLI's standing committees will be numerous in the coming months as we develop the organizational structure and processes necessary for our LLI to become self-sustaining. Committees may meet once or twice a month, and may involve additional volunteer work outside of meetings. Please check all committees that you would like to learn more about:

- Program Committee** (recruits instructors; develops or approves courses, special lectures, campus tours, and coordinates regional field trips; produces catalog for each term; organizes domestic or international travel opportunities)
- Membership Committee** (recruits and supports members and volunteers, and coordinates distribution of publicity materials)
- Volunteer Committee** (recruits, trains, and coordinates volunteers to carry out a wide variety of organizational tasks, including classroom support)
- Social Events Committee** (plans special events and social activities for members)

**What specific skills, training, or experiences do you wish to share with LLI?**

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*A member of the LLI Volunteer Task Force will be following up with you during the coming weeks to discuss your role in serving LLI.*

As we grow, new opportunities to volunteer may emerge. If you have special skills or interests that are not listed, please contact LLI at [lifelonglearning@vt.edu](mailto:lifelonglearning@vt.edu) or by phone at (540) 231-7266 to discuss other opportunities.