

DCET Application to the Board of Directors

To build a strong and effective board, DCET is looking for volunteer board members with diligence and knowledge.

Please complete this application. Use additional pages if required.

Please Mail, fax, or E-mail completed application to dcentil@sbcglobal.net

DATE: _____

Name		
Home Address		
Phone number	Fax number	E-mail
Employer name and address (if applicable)		
Phone	Fax	E-mail

Summarize your experience with and/or interest in our organization.

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	Very experienced	Some experience	Little or no experience
Strategic planning			
Fundraising			
Board development (recruitment, training, evaluation)			
Program planning and evaluation			
Recruiting, hiring and evaluating personnel			
Financial management and control (budgeting, accounting)			
Communication, public and media relations;			
Participation in interagency committees.			
Public speaking			
Organizational development			
Information technology			
Writing, journalism			
Special events (planning and implementing)			
<i>[list other skills, knowledge needed by your board]:</i>			

For the items you checked as “very experienced” or “some experience”, please provide details.

If not described above, please outline your experience as a volunteer board or committee member?

Who may we contact for information about your performance in these positions?

If you have a résumé and a Bio, please attach it to this application.

Please list three (3) local references that are not family members.

a) Name: _____ Phone number: _____

Address, City and Zip Code: _____

Relationship: _____

b) Name: _____ Phone number: _____

Address, City and Zip Code: _____

Relationship: _____

c) Name: _____ Phone number: _____

Address, City and Zip Code: _____

Relationship: _____

12. Who may we contact in case of an emergency? Name: _____

Phone number : _____ Address: _____

Relationship: _____

Please check the areas of need in which you can assist DCET based on your education, experience and training:

Fundraising

_____ individual solicitation _____ corporate/foundation _____ annual campaign (design/leadership)
_____ special events _____ Other _____

Marketing and Public/Community Relations

_____ newsletter _____ press releases _____ speakers bureau _____ direct mail
_____ print & electronic media _____ telephone campaigns _____ other _____

Finance

_____ financial management systems _____ planning _____ audit(contracting and review)
_____ investment and lines of credit _____ tax planning _____ finance committee
_____ capital campaigns (building funds, etc.) _____ insurance (current and planned)

Human Resources

_____ employee benefits _____ staff development _____ polices and procedures
_____ employee incentives _____ other _____

Technology

_____ office support systems _____ software applications _____ LAN
_____ learning laboratories _____ PC repair/upgrade _____ planning _____ Webs site development e-commerce

Organization and Programs

_____ program planning committee _____ delivery system/capacity building _____ curricula review
_____ program coordination with education agencies _____ technology in the office and classroom
_____ community partnerships _____ early childhood development (child care)
_____ pre-school and school-age programs _____ youth programs (including parenting teens
_____ welfare-to-work _____ school to work _____ adult basic skills and occupational skills training
_____ older adults programs _____ cultural awareness and cultural sensitivity training _____ language skills training
_____ reading programs _____ literacy programs _____ computer-assisted instruction _____ distance
learning _____ one-stop career centers _____ other _____

Job placement/Career Advancement

_____ job fair planning, organization, and staging _____ employment market research
_____ serve on panel for career exploration/job search assistance workshop
_____ hire clients that will graduate from our DCET/SER programs _____ conduct “mock” interviews
_____ provide job shadowing opportunities _____ provide internships and temporary employment

I, _____, verify that the information contained in this application is true and accurate to the best of my knowledge, I understand that if any information is found to be untrue, that I may be disqualified from DCET's volunteer program. I also understand that DCET reserves the right to discontinue my volunteer service at any time as per bylaws' rules. Furthermore, I agree to uphold and abide by all of DCET's policies and procedures in all of my volunteer efforts performed on behalf of DCET, a 501© 3 non-profit corporation with IRS license number: 31-164-0064