

Family Massage Education Center



WE - Work Exchange Program Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Administration Front desk Online class calendars WE program admin
 Events: Booths at conferences Organizing FMEC events
 Flyer Distribution
 Presentations about FMEC to organizations
 Online Social Media: wordpress facebook linked-in twitter pinterest instagram
_____ (list others you know how to do)
 Phone calls
 Newsletter production: MailChimp
 Setup-Cleanup Work / Handy Work

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous work, or through other activities, including hobbies or sports.

Previous Work Experience

Summarize your previous work experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Our Policies

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

The undersigned hereby releases The Family Massage Education Center from liability and agrees to indemnify it and hold harmless its employees, representatives and independent instructors, directors, volunteers, for any personal injuries, loss or damage to property arising out of my participation in receiving any services or participating in any activity at The Family Massage Education Center.

Our Procedures

1. For every 2 hours of volunteer work time earn 1 hour of class time, minimum of 2 hours per work time. All regular public massage classes are available in the WE program and average time is an hour and a half to two hours = 3 - 4 hrs. work time. Some CE classes are available on the program and may have an additional materials fee. All classes qualify for CE credit hours for LMTs in Oregon.
2. There is an initial half hour one-time orientation for choice and instruction of work time not included in the total hours. These are positions that will be continuous and can be repeated for earning more class time hours.
3. You are responsible for submitting your work hour totals when you complete any assignment by no later than the end of each working day to the front desk or volunteer coordinator. For the work exchange, you are responsible for registering for any classes or services and abiding by all enrollment and cancellation policies. Classes are subject to date and time changes.

Thank you for completing this application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer for the WE program, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I accept all policies and procedures of the Family Massage Education Center (FMEC) and understand my responsibilities as a volunteer in FMEC's WE program.

Name (printed)	
Signature	
Date	