

Nation Instruments Volunteer Opportunity Posting Form

This form will be used to post volunteer opportunities on www.nivolunteer.com. Nivolunteer.com promotes volunteer opportunities to National Instruments employees working at NI headquarters in Austin, Texas.

Please fill in the requested information below. All information must be completed in order for the event to be posted. Please type "N/A" if a section does not apply to your event.			
Organization			
Event Title			
Volunteer Job Description: Please be as specific as possible. Include descriptions of what the volunteers will be working on/doing during the volunteer event and any materials they may need to bring. If you need more space to type, you can expand the text box. Please type the text as you would like it to appear on the website.			
Organization Description: Please include information about the organization possibly including background, mission statement, goals, primary programs, origins, etc. If you need more space you can expand the text box. Please type the text as you would like it to appear on the website.			
Exact URL link to image/logo of event: (not required) Please note that we can only post images that are already on the internet. We can not post images from a document.			
Event Contact Person			
Contact's Phone Number		Contact's Email	
Event Date(s)			
Start Time (s)		End Time(s)	
Event Location			
Address			
City		Postal Code	
Max number of volunteers			
Pre-screening Note: Please include any instructions for prescreening requirements, background checks, and/or provide links to any necessary waivers.			

Causes:

It is very important to select causes; the causes you select will be used to match volunteers to your volunteer opportunity and will create quick links on the homepage of every volunteer who has expressed interest in your cause.

Please type an "x" next the causes your events supports.

Advocacy and Human Rights	Employment	Justice and Legal
AIDS	Environment	Media and Broadcasting
Animals and Wildlife	Family	Peace
Arts and Culture	Food and Nutrition	Politics
Board Development	Gay/Lesbian/Bi	Poverty
Children and Youth	Health and Hospitals and Blood Drives	Race and Ethnicity
Community Improvement and Development	History/Preservation	Religion
Digital Divide/Technology	Housing and Shelter	Seniors
Diversity	Hunger	Sports and Recreation
Education and Literacy	Immigrants and Refugees	Substance Abuse
Emergency and Safety	International	Women

Skills:

It is very important to select skills; the skills that you select will be used to match volunteers to your volunteer opportunity and will create quick links on the homepage of every volunteer with the skills you need.

Please type an "x" next the causes your events supports.

Accounting & Bookkeeping	Diversity	Mentoring
Administration	Driving/Transportation	Music
Advocacy	Education	Negotiation
Art	Event Management	Outdoor Recreation
Board Participation	Event Planning	Prevention
Business Administration	Finance	Public Relations
Child Care	First Aid	Public Speaking
Clerical	Fundraising	Real Estate

Coaching	Graphics/Design	Recruiting
Communications	Human Resources	Research
Companionship	Languages	Sports
Computers/Technology	Law	Tax Preparation
Conflict Resolution	Leadership Development	Teaching/Tutoring
Construction	Listening	Time Management
Cooking	Literacy	Translation
Counseling	Management Consulting	Video Production and Editing
Dance	Marketing/Branding	Web Development
Delegation	Medical Services	Writing/Editing