



VOLUNTEER

Take the STEPS toward finding a CURE by becoming a volunteer!

Volunteers make a real difference by sharing their time, skills; knowledge, resources; and by helping us get closer to the goal of finding a CURE for scleroderma!

All volunteer positions support the Scleroderma Foundation's three-fold mission of support, education, and research.

If you have volunteered for the Michigan Chapter before, or if you are new to the volunteering experience, we welcome you and encourage your involvement!

The Scleroderma Foundation Michigan Chapter relies on volunteers to assist in supporting administrative tasks, fundraising efforts, increasing awareness, and promoting our advocacy needs. Volunteers are needed for on-going and one-time commitments. Thus, the Michigan Chapter has various volunteer opportunities and many different areas of need.

It is the goal of the Scleroderma Foundation Michigan Chapter to create beneficial programs and services for those whose lives are affected by scleroderma; and to raise funds to support the research that is so vital to finding a CURE.

If are interested in volunteering for the Michigan Chapter, please complete the volunteer application and fax it to (248) 595-8586 or mail to:

Scleroderma Foundation MI Chapter, 23999 Telegraph Rd., Southfield, MI 48033

No matter what age range you are, level of volunteer experience you may have, or time commitment you are willing to provide - the Michigan Chapter looks forward to meeting with you!

Reasons to Become A Volunteer

- Strengthen your resume
- Make a difference
- Find purpose
- Enjoy a meaningful conversation
- To build personal and professional contacts
- To develop new job skills
- To do something as a family
- Connect with your community
- Feel involved
- Contribute to a cause that you care about
- Use your skills in a productive way
- Meet new people
- Explore new areas of interest
- Impress your family
- Learn from others
- Help others
- Expand your horizons
- Get out of the house
- Make new friends
- Feel better about yourself
- To earn academic credit
- To help you get scholarships
- To be challenged
- Because television is just boring to watch
- To have FUN!!

Administrative Office Support Volunteer

The **Administrative Support Volunteer** will provide direct clerical support and program assistance for the Michigan Chapter staff. Volunteers will work with the Executive Director and other Michigan Chapter staff to complete daily administrative tasks such as answering telephones, using the office equipment to make copies for educational programs, conferences and events, data entry, and compiling informational packets for new patients. Additional duties may include assisting with mass mailing projects and researching articles for the E-blasts and newsletters.

Skill Set for Administrative Office Support Volunteer

- Reliable transportation
- Ability to communicate effectively
- Possess organizational skills
- Basic computer skills

- Knowledge of scleroderma or a willingness to learn about scleroderma
- Flexible schedule
- Must maintain confidentiality

Training Required for Volunteer Position

Volunteers will be trained by the Chapter Executive Director as needed.

Fund-Raising Volunteer

The **Fund-Raising Volunteer** will provide direct assistance for the Michigan Chapter staff. Volunteers will work with the Executive Director and other Michigan Chapter staff to complete daily fund raising tasks to support the programs and services and research for the Michigan Chapter, to increase awareness of scleroderma and to promote our advocacy efforts. Volunteers will assist with the day to day fund raising activities that promote the Chapter's state wide Stepping Out Across Michigan to Cure Scleroderma Walks and Run, as well as various educational seminars and medical conferences. Volunteers will make solicitation telephone calls, sort walk materials, and participate in mailings for the various fund raising efforts of the Chapters and other tasks as assigned.

Skill Set for Fund-Raising Volunteer

- Reliable transportation
- Ability to communicate effectively
- Possess organizational skills
- Basic computer skills
- Must maintain confidentiality
- Willingness to work in a group setting

Training Required for Volunteer Position

Volunteers will be trained by the Chapter Executive Director as needed.

Advocacy Volunteer

The **Advocacy Volunteer** will provide direct assistance for the Michigan Chapter staff. Volunteers will work with the Executive Director and other Michigan Chapter staff to complete daily advocacy tasks to support the national advocacy program. Tasks will include making telephone calls to Representatives and Senators from the state of Michigan and informing them of important issues regarding scleroderma legislative changes, events that are occurring within the Chapter, and spending priorities that directly affect the scleroderma community. Tasks may also include arranging Congressional visits on a local level for scleroderma patients and Chapter staff, sending current materials to the offices and working on the, "June is Scleroderma Month" campaign.

Skill Set for Advocate Volunteer

- Reliable transportation
- Ability to communicate effectively
- Possess organizational skills
- Basic computer skills
- Must maintain confidentiality
- Working knowledge of office equipment or willingness to learn

Training Required for Volunteer Position

Volunteers will be trained by the Chapter Executive Director as needed.

Support Group Leader Volunteer

The **Support Group Leader Volunteer** will provide direct assistance for the Michigan Chapter staff. Volunteers will work with the Executive Director and other Michigan Chapter staff to provide educational information and emotional support to scleroderma patients, caregivers, their family members, friends, and the community.

Support groups are throughout the state of Michigan and meetings are arranged to meet the specific needs of the members of the group. Materials for the meeting are supplied by the Michigan Chapter and speakers can be supplied as needed.

*It is suggested that all support groups are ran by two leaders to avoid cancellation due to illness. Dual leadership also means less work for one. Leaders do not need to have scleroderma and can be members of the community with health credentials or nursing, counseling or social work experience.

Skill Set for Advocate Volunteer

- Reliable transportation
- Ability to communicate effectively
- Possess organizational skills
- Must maintain confidentiality
- Have a working telephone
- Highly suggested to have access to e-mail

Training Required for Volunteer Position

Volunteers will be trained by the Chapter Executive Director as needed.