

**Knowledge Channel Foundation, Inc.
Volunteer Program**

KCh Volunteer Application Form



Dear Friends,

Thank you for expressing your interest to volunteer here at Knowledge Channel Foundation. We envision “a world where children have access to quality basic education and use their uniqueness and greatness for others...” To realize this dream, Knowledge Channel provides public schools with curriculum-based educational TV assisted instruction and e-learning program.

Knowledge Channel believes that we can realize this dream with the active support and participation of volunteers. We hope that with your help, we can give public school students a chance at a better life through education.

Kindly complete this volunteer application form if you are interested in becoming a Knowledge Channel Volunteer. Once you complete the volunteer application form, submit your application to:

*The Volunteer Management Department
KNOWLEDGE CHANNEL FOUNDATION
5/F Benpres Building
Exchange Road corner Meralco Avenue
Ortigas Center, Pasig City
Philippines 1600*

We will review your application form to see how you can be of help in our various programs and projects. Once we have evaluated your application, we will send you a confirmation letter. The next step is for you to attend the required basic orientation seminar.

If you have any question or clarification, please feel free to contact us through email: volunteer@knowledgechannel.org or through our landlines: (02) 910.3181 to 84. Thank you again for your interest to volunteer at Knowledge Channel.

The Volunteer Management Team



Please make sure that ALL fields of the application form are filled-up. Kindly place a check mark where applicable; write, "N/A" if not applicable; and if you have no answer please write, "None".

Basic Information		ID Photo
First name:	Nick Name:	<i>Please paste your recent color 1 x 1 ID photo</i>
Middle name:		
Last name:		
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Others, please specify:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Height: _____ Ft. _____ In.	Weight: _____ Kgs.	
Date of Birth:	City of Birth:	
Citizenship:		

Contact Information	
Address Line 1:	
Address Line 2:	
City/Town:	Province:
Region:	Zip Code:

Phone(s) – Home:
Phone(s) – Office/Business/School:
Phone(s) – Mobile 1:
Phone(s) – Mobile 2:
Email Address(es):

Social Networks	
Website:	
Facebook:	Multiply:
Twitter:	Friendster:
Ammado:	YM:
Blog site/s:	
Others, please specify	

Educational Background / Training	
Elementary:	
High School:	
Vocational School/Center:	
Course:	
University / College:	
Degree / Major:	
Graduate School (Masters):	
Degree /Major:	
Graduate School (Doctorate):	
Degree/Major:	
Special Training:	
License(s):	
Certificate(s):	



Briefly state why you wish to volunteer at Knowledge Channel Foundation:

I commit to volunteer....

<input type="checkbox"/> for 12 months
<input type="checkbox"/> for 6 months
<input type="checkbox"/> for 3 months
<input type="checkbox"/> for 1 month
<input type="checkbox"/> once in while

I would like to volunteer...

<input type="checkbox"/> 8 hours per day for 5 days per week
<input type="checkbox"/> 8 hours per day for 4 days per week
<input type="checkbox"/> 8 hours per day for 3 days per week
<input type="checkbox"/> 8 hours per day for 2 days per week
<input type="checkbox"/> 8 hours per day for 1 day per week
<input type="checkbox"/> 4 hours per week
<input type="checkbox"/> 2 hours per week
<input type="checkbox"/> _____ hours per week for _____ day/s per week

I prefer to volunteer on the following days and times

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You may check more than one box.

How far (in terms of location) are you willing to travel to undertake volunteer engagements/activities?

<input type="checkbox"/> Vicinity surrounding the school/office/plant/parish
<input type="checkbox"/> In my community where I reside
<input type="checkbox"/> Other area/plant/office sites of the school/company/parish, please specify location/s:
<input type="checkbox"/> Partner communities of school/office/plant/parish, please specify location/s:
<input type="checkbox"/> Select regions/provinces/cities/municipalities please specify:
<input type="checkbox"/> Willing to travel anywhere
<input type="checkbox"/> Can only do volunteer work within school/office/plant/parish premises
<input type="checkbox"/> Able to work in the head office of Knowledge Channel
<input type="checkbox"/> Willing to render volunteer service in regional office/focal points of Knowledge Channel



I would like to help in the following:

(Kindly specify your area of interest. 1 = Top Choice, 7 = Least Interested)

Social Mobilization

Volunteers help in monitoring public schools' usage of Knowledge Channel. The volunteer tasks include visiting public schools, interacting with public elementary and high school students and their teachers. Volunteers provide support and assistance to teachers and principals to make sure that they are able to maximize the benefit of learning through Knowledge Channel. Volunteers can serve as organizers of trainings for teachers and principals. Volunteers help connect more public school to Knowledge Channel.

TV Operations

Volunteers assist in developing audio-visual materials for subjects unique to the Philippine educational system such as Philippine history, Filipino, geography, civics as well as other subject areas science, math, and English. They can also help develop programs/plugs about national events (i.e. national heroes day, Rizal Day, Bonifacio Day, climate change campaign, mother's day, father's day, etc.) Volunteer activities include research; organizing production shortlist/sequence breakdown; coordinating shoots (interviews, coverage, efp, etc.); assist in the set-up and operations of production equipment; and, post-production work. Volunteers can also help write scripts.

Curriculum Content Development

Volunteers help out in research and look for data related to the curriculum. Volunteers can help in the development of rubrics for evaluation. They can help prepare lesson plans and teaching units. Volunteer subject specialists help in developing curriculum content for various subjects such as biology, physics, chemistry, biodiversity, gender and development and other major subjects. Volunteers are also involved as training module developers, trainers, and resource persons in Knowledge Channel training programs for teachers, principals, and district superintendents.

New Media

Volunteers help develop and test educational materials, activities, games, and other online learning resources for the Knowledge Channel Online website. Activities of volunteers include online educational games content development; graphics design and layout; and design, programming and testing. Volunteers also help in research work; they search for materials and information that can be used in program acquisition and production.

Fundraising and Resource Mobilization

Volunteers take part in Knowledge Channel Foundation's fundraising activities. Volunteers are primarily responsible for maintaining a healthy and sustained relationship with prospective donors by keeping all accounts alive. They assist in recruiting and cultivating donors. Activities include establishment of database of potential donors in the public and corporate sector; funding proposal preparations; sending proposals to prospects; follow-up status of proposals with prospective donors.

Marketing and Communications

Volunteers participate in helping create and implement awareness events/campaigns that will increase public awareness on Knowledge Channel Foundation. Volunteers are can provide support in various special events throughout the year. Tasks at these events could include registration duties, ushering guests, set-up and break-down of event equipment/displays, marketing/promoting of event. Volunteers help develop new and interesting ways to enhance awareness of various groups. Volunteers assist in creating and implementing marketing plans that helps increase sponsorships/corporate donations. They also assist in with the creation of professional presentations. Volunteers can also help design new flyers, advertisements and promotional materials as well as in presenting promotional campaigns to potential business sponsors.

Human Resource /Administration / Finance

Volunteers provide support in various activities related to human resource development, administration, and finance. Under human resource, volunteers can help source and screen employment applications; assist in interviews; check and evaluate tests; and perform reference and background checks. They can also help in preparing and conducting training for the Foundation personnel. Volunteers can also serve as resource persons or facilitator for Knowledge Channel team building activities and spiritual enrichment activities. Information technology volunteers can help in managing and maintaining the Foundation's computers and local area network. Volunteers that are knowledgeable in accounting can help in encoding and in the consolidation of finance and accounting reports.



Please list expertise and skills that you would like to offer:

1.
2.
3.
4.
5.

6.
7.
8.
9.
10.

Languages Spoken:

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Written Languages:

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If part of group, which organization do you represent:

Name of organization:	
Contact person:	
Telephone No.:	Fax No.:
Email:	Website:

Volunteer Experience

Do you have any experience as a volunteer? [] Yes [] No

If yes, kindly list down the name/s of the organization/s where you previously served as a volunteer?

Name of organization:	
Contact person:	
Telephone number:	Email:
Type of volunteer service rendered:	
Days volunteered:	

Name of organization:	
Contact person:	
Telephone number:	Email:
Type of volunteer service rendered:	
Days volunteered:	

Name of organization:	
Contact person:	
Telephone number:	Email:
Type of volunteer service rendered:	
Days volunteered:	



Professional/Work Background	
Position:	
Company/Organization:	
Address Line 2:	
Address Line 1:	
City/Town:	Province:
Region:	Zip Code:

Personal Background	
Name of Father:	Occupation:
Name of Mother:	Occupation:
Name of Siblings:	Occupation:
If Married, Name of Spouse:	Occupation:
If with Children, Name of Children and Age:	

Please indicate how you heard about the Knowledge Channel Volunteer Program:	
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Search Engine (Google, Yahoo, etc.)
<input type="checkbox"/> Television	<input type="checkbox"/> Email
<input type="checkbox"/> Radio	<input type="checkbox"/> Website Advertisement
<input type="checkbox"/> Company (i.e. Human Resources, CSR, Community Relations, etc.)	<input type="checkbox"/> Knowledge Channel Website
	<input type="checkbox"/> Friends
<input type="checkbox"/> School (i.e. Social Action Office, Student Activities Office, NSTP-CWTS, etc.)	<input type="checkbox"/> Family
	<input type="checkbox"/> Teacher
<input type="checkbox"/> Church	<input type="checkbox"/> Non-government Organization
<input type="checkbox"/> Others, please specify:	

Personal and Professional References:

Kindly provide Knowledge Channel Foundation three (3) references that we may contact. Please provide us with their phone number (land line preferably) and email.

Reference #1 – Volunteer Manager / Volunteer Supervisor / Volunteer Leader	
Last Name:	
First Name:	Middle Name:
Telephone Number:	
Email Address:	

Reference #2 – Co-worker / Supervisor / Teacher / Coordinator of Student Volunteers	
Last Name:	
First Name:	Middle Name:
Telephone Number:	
Email Address:	

Reference #3 – Family members / Friends	
Last Name:	
First Name:	Middle Name:
Telephone Number:	
Email Address:	

