



## *Volunteering with the Carson Scholars Fund*

The Carson Scholars Fund is always seeking qualified volunteers to help fulfill our mission.

### **Application Processing and Judging**

Applications begin arriving at our office in late December, and volunteers are welcome any time from early-January through early-March to help with the 2011 scholarship cycle.

***Process applications and calculate GPAs:*** Every application we receive needs to be sorted and checked for basic requirements. Every student's GPA needs to be calculated as well. Application processing will continue throughout the month of January.

***Grade essays:*** Volunteers with experience teaching or in education are especially needed to help grade essays. We will provide a rubric and sample essays to work from. Essay grading will start in mid-January and continue throughout the month of February.

***Help with data entry:*** Volunteers with database experience are needed to help enter applicants into our database. Ideally, data entry volunteers are volunteers with relevant experience who can come to our office on a regular basis throughout January and February.

We are happy to work around your schedule. Individual volunteers and groups of volunteers are welcome. Volunteers can come during standard business hours, evenings, or weekends – just let us know what works for you by filling out the form below. To volunteer to help with applications, email Rebekah Lin at [rebekah@carsonscholars.org](mailto:rebekah@carsonscholars.org) or call her at 410.828.1005.

Please fill out the following form and fax it to The Carson Scholars Fund at 410.828.1007 or email the form as an attachment to [Rebekah@carsonscholars.org](mailto:Rebekah@carsonscholars.org).

Name: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

We are looking for volunteers to come to our office the following dates and times in January, February, and March. Please circle all of the dates/times that you are available. Rebekah will contact you with further information and to set exact times within the ranges listed below.

January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
X	X.	3 <sup>rd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	4 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	5 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	6 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	7 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
8 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	9 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	10 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	11 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	12 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	13 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	14 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
15 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	16 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	17 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	18 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	19 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	20 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	21 <sup>st</sup> 9 a.m. – noon Noon – 3 p.m.
22 <sup>nd</sup> 9 a.m. – noon Noon – 3 p.m.	23 <sup>rd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	24 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	25 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	26 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	27 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	28 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
29 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	30 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	31 <sup>st</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.				

February						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <sup>st</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	2 <sup>nd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	3 <sup>rd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	4 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
5 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	6 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	7 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	8 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	9 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	10 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	11 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
12 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	13 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	14 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	15 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	16 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	17 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	18 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
19 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	20 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	21 <sup>st</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	22 <sup>nd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	23 <sup>rd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	24 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	25 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.
26 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m.	27 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	28 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	29 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.			

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <sup>st</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	2 <sup>nd</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	X
X	5 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	6 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	7 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	8 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m. 6 – 8 p.m.	9 <sup>th</sup> 9 a.m. – noon Noon – 3 p.m. 3 – 6 p.m.	X