

## Information about Volunteering at Reaching Out

Reaching Out is a social enterprise set up by and for the benefit of disabled people, and every contribution of time, skills or new ideas has a powerful impact on the lives of the disabled producers we are working with.

Reaching Out would like to invite you—expatriate and Vietnamese individuals—to help with our work. We welcome any organization supporting us with the provision of technical support or trainers on a volunteer basis. We greatly appreciate Jackie Wrafter and Ms. Robyn Morley (from The Kianh Foundation and Children's Hope In Action) for promoting volunteers and conceptual ideas to our organisation.

Help us to help ourselves and other disabled people.

### What do we need?

- To strengthen the proficiency of Reaching Out Arts & Crafts
- To improve management/finance procedures and systems
- To develop human resource, public relations and marketing skills and business/strategic planning
- And more ...

Reaching Out may be able to help volunteers with advice on and assistance in finding accommodation and making other domestic arrangements in Hoi An. Volunteers will be invited to share the daily mid-day meal with the family and co-workers at Reaching Out, and a free bicycle will be made available throughout the volunteer's time at the workshop.

For more information about Reaching Out and volunteering with us, please visit our website: [reachingoutvietnam.com](http://reachingoutvietnam.com), or enquire with one of our staff at our shop: [103 Nguyen Thai Hoc Street, Hoi An town, Vietnam](#).

# Volunteer Interest Form

Thank you for contacting Reaching Out Arts & Crafts and offering to work with us! Please take some time and fill out this form, so that we can best work together. Our manager will contact you soon with options for getting involved!

Help us to help ourselves and other disabled people.

Name:

Time at your time zone that is best to call:

Address:

Email address:

Telephone number:

Have you visited our shops?    Yes    No

How did you hear about Reaching Out?

What interests you about the work that we do?

What work/ projects would you like to volunteer with? Please indicate your preference by ranking them where they apply to you with **1 as being most interested**.

Prepare and edit text for marketing materials, web pages, brochures and newsletters

Design and manage databases and informational resources

Design print and digital graphics for promotional and social media needs

Answer e-mails from Reaching Out's customers

Assist in selling at Reaching Out shop

Tell others about Reaching Out products and vision

Teach English to sales staff

Test out tips and good ideas for crafts according to existing instructions in English to help develop new products

Offer professional expertise and advice (business, legal, selling and marketing, social media, quality control and financial management, etc.)

Provide business and management skills in the areas of strategic planning, product development, marketing, social media, quality control and financial management.

What sort of skills will you share with us?

When are you available (days of the week, hours per day)?

How long are you able to volunteer?

Do you have any special needs which you would like to make us aware of?

Please save the completed form and return it:

via email

[info@reachingoutvietnam.com](mailto:info@reachingoutvietnam.com)

**Binh Le Nguyen – Managing Director**

or via mail

**Reaching Out Arts & Crafts  
103 Nguyen Thai Hoc Street,  
Hoi An town, Viet Nam**

We look forward to hear from you!