



Light of Berotsana

Volunteer Opportunities

Become a volunteer! Currently, Light of Berotsana is developing a volunteer program, and we need people to serve in the following areas:

Fundraising – Responsibilities: (1) work with the Board and staff to ensure that there are adequate resources to support Light of Berotsana’s mission and program goals; (2) present an annual fundraising plan to the Board; (3) recommend fundraising procedures and policies to the Board; (4) assist in the cultivation, solicitation, and stewardship of individuals, corporations, foundations, and government agencies, on a local, national, and international level; (5) implement annual fund, planned giving, major gifts, and volunteer programs; and (6) assist Special Events Volunteers with the planning and execution of special events.

Marketing and Communications - Responsibilities: (1) plan, with the staff, the marketing/communications strategy and materials for disseminating information about Light of Berotsana locally, nationally, and internationally; (2) present an annual marketing/communications plan to the Board; (3) recommend marketing, promotional, and public relations procedures and policies to the Board; (4) liaise with the media (press, magazine, radio, and television) and the public; (5) design and update the website; (6) make recommendations to the Newsletter Volunteers regarding content; (7) ensure that an appropriate and consistent message is conveyed throughout all of Light of Berotsana’s communications; and (8) seek sponsorship support for events. Especially needed are people with public relations, journalism, web media, and graphic design experience.

Newsletter - Responsibilities: produce a bi-annual or quarterly newsletter. Production includes writing articles, editing, designing layout and graphics, procuring advertisements, and mailing. Especially needed are people with writing, editing, graphic design, and layout experience.

Special Events - Responsibilities: plan, organize, and produce one or more events during the year. Events might include translations, meditations, educational seminars or gatherings, teas, dinners, galas, and silent & live auctions.

Ad Hoc Volunteer Opportunities include:

- People willing to distribute Light of Berotsana marketing and communication materials in their local areas
- People willing to assist with large mailings (hand-addressing envelopes, typing and printing labels, affixing stamps and labels, stuffing envelopes, etc.) – primarily in the Boulder/Denver, Colorado area
- People residing outside of the United States who would be willing to assist us with mailings in their countries

If you are interested in volunteering for Light of Berotsana, please call our Development Office at 303.355.5527, or print and complete the volunteer form and fax it to 303.394.9976, or mail the completed form to: Light of Berotsana, P.O. Box 18826, Boulder, CO, 80308.