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# COMMON BOND INSTITUTE

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www.cbiworld.org

## ***How to Become Involved in supporting the work of Common Bond Institute***

<http://www.cbiworld.org/Pages/BecomeInvolved.htm>

### **Volunteer / Internship Opportunities**

**Internships and volunteer opportunities** with CBI in support of its work are available year round, and in most cases can be custom-designed to match your skills and interests with the needs of our international programs. The global nature of this work lends itself to being done long distance, particularly given access available through the Internet. Face to face experiences such as participating directly in our international conferences are also available.

Opportunities are also designed to allow individuals in any geographic location to accomplish designated tasks, in most cases on each person's schedule, and for inclusion of individuals with different levels of time to commit. \*

**\* A minimum amount of time commitment, follow-through, and consistent contact are required for this important work. Our Volunteer Coordinators and staff make themselves fully available to support and guide volunteers, and we both appreciate and rely on each individual following through with whatever tasks they agree to assist with to accomplish the mission of the conference.**

If interested please complete the Volunteer and Intern Form and submit to the CBI office via Email, fax, or landmail.

**VOLUNTEER** placements offer meaningful professional work experience that can be documented for resumes, and that provide unique opportunities to meet and work with leading edge international thinkers and practitioners, contacts with organizations throughout the world that can potentially open job opportunities, and invaluable personal experiences.

**INTERNSHIPS** are available for academic credit in related fields. In cooperation with the International Humanistic Psychology Association (IHPA), CBI provides placements in wide variety of fields, including but not limited to psychology, social work, sociology, education, mediation, communications, community development, political science, law, journalism, environmental studies, religious studies, expressive arts, computer sciences, and finance. Students are advised to consult with their department and/or professors regarding specific criteria and requirements for academic credit, and to arrange for official approval. Research opportunities also exist.

#### **Priority Task Areas Include:**

**1) Fundraising and Development:** researching funding opportunities, writing grants and requests for corporate donations, and assisting with fund raising campaigns to support our work.

**2) Assist in development, production, and operation of major international professional peace conferences** addressing vital issues of our time, and in developing outcomes and products of these conferences.

**3) Assist in supporting human service capacity building projects** to assist communities in developing countries that are regions of conflict in acquiring the necessary skills and resources for healing themselves, improving civil society, and maintaining peaceful relationships with other communities and groups

We are always working to develop a strong pool of volunteers and interns to share in the international work of CBI. If this is of interest to you we invite you to submit the brief Volunteer and Intern Form on our website at: <http://www.cbiworld.org/Pages/BecomeInvolved.htm> and to contact us for further details and next steps at: **SOLweean@aol.com** -or- **269-665-9393**

## *~ Fundraising and Development ~*

Assisting our administrative staff in generating the necessary program funds to continue the humanitarian work of Common Bond Institute and the International Humanistic Psychology Association.

Activities available include:

- 1) Researching and determining appropriate donors**, including foundations, corporations, and individuals, and **assessing funding priorities** that meet our work and mission.
- 2) Writing grants** and requests for funding.
- 3) Evaluating grant outcomes** to meet reporting requirements included in grant budgets.
- 4) Assisting in planning and organizing fundraising strategies and programs.**
- 5) Building donor database** and relationships with donors.

- The majority of this work can be done on your schedule.
- Experience with grant writing and fundraising preferred.

## *~ Conference Team ~*

Joining our volunteer team offers rich, invaluable professional and personal experience in supporting the mission of CBI's international conferences through networking, direct interaction with prominent experts and visionaries, organizing a major international professional event, and assisting in developing program components and outcomes.

**Examples of Pre-Conference, On-site, and Post-Conference tasks are listed here:**

### **A. Pre-Conference:**

#### **1) Publicizing the Conference:**

- (a) Internet promotion:** Researching relevant websites, event calendars, & social networking sites to post notices, E-mailing notices to interested mailing lists & networks, developing a contact list for various schools and departments, etc.). A written process and materials for this task is provided.
- (b) Contacting and networking with relevant organizations**, such as universities and colleges, NGO's, professional and community organizations, activist groups, community and government representatives, events, etc. to inform of the conference, encourage participation, and ask to provide them with conference materials for posting and distributing to their networks.
- (c) Sending out Email-tree/fax tree/and phone-tree announcements**
- (d) Posting & distributing flyers & notices** at various locations (campuses, at organizational sites, at relevant events, public locations such as bookstores, internet cafes, coffee houses, restaurants, etc.)
- (e) Posting in hardcopy publications** (journals, newsletters, magazines, calendar of events, etc.)
- (f) Public Relations / Media Coordination:** Assist in developing and implementing publicity programs to raise awareness of the conference, including:
  - [1]** Gathering contact information for various media sources (TV, radio, newspaper, Internet publications, Internet radio, etc.) to send Press Releases to.
  - [2]** Assist staff in arranging for media interviews of CBI representative & presenters

#### **2) Technical Assistance:**

- (a) Website work** - (depending on skill level) Examples: Assisting in formatting and editing web pages, creating and designing pages, adding new Interactive features for use during and after the conference, operation of a conference blog, E-conferencing set-up and operation, editing E-Journal articles, creating components of a web-based resource library of written/audio/video materials from conferences, etc.)
- (b) Developing and maximizing use of social networking sites** and vehicles to raise awareness of conferences and promote on-going public dialogue on vital topics and issues addressed through CBI's conferences.
- (c) Desktop publishing.** Assisting with text, graphics, and layout for a hard-copy on-site conference program, and any additional publications, documents, or printed materials related to the event.
- (d) Assist in creating media features** for the conference (including a media room)

- 3) Networking** with key related organizations to enlist representation at conferences and cooperation on applications of conference outcomes and putting principles into practice.

#### **4) Recruiting Resource Support:**

- (a) **Ads** for the hard-copy **on-site program** and separate participant **tote bags**
- (b) Display **table rentals**
- (c) Contributed **gift items** to insert in the tote bags
- (d) Contributions of **in-kind items and services**
- (e) **Funding development:** assist staff in identifying and researching funding opportunities (including grants and corporate donations), writing and submitting grants, assist with fund raising campaigns.

#### **5) Clerical and Logistics Assistance:**

Assisting with pre-conference correspondence, monitoring, and status tracking of conference inquiries, etc.

Assisting with creating and organizing site materials (equipment, registration materials, signage, etc).

Assisting with presenter relations and logistics (confirming presentation needs, confirming dates of attendance, whether meals or hotel rooms are needed, etc.).

**Note:** # 1, 3, 4, and 5 above can be done by individuals with basic computer, Email, Internet, and people skills. # 2 above does require at least a basic level of skill in web management and design, desktop publishing, and/or media & graphics.

### **B. On-Site:**

Assisting conference staff with overall operations and logistics during the conference. \*(It is preferred that all "on-site" volunteers first be involved in "pre-conference" assignments for a minimum period of time to ensure they are linked to our operational team and each other, and oriented to the conference purpose and structure before assigned on-site responsibilities. We endeavor as much as possible to schedule volunteers in a way that allows them to participate in conference program sessions they indicate as a priority.

#### **1) Registration and Participant Support:**

- (a) **On-site Check-in and Registration, and data management.**
- (b) Assist in organizing site materials: name tags, signage, participants packets, supplies, etc.
- (c) Managing and monitoring Information Boards
- (d) Responding to questions and requests as needed

#### **2) Technical Assistance:**

- (a) **Equipment management and operation:**\* Assisting staff with setting up and operating basic equipment for sessions, events, and exhibits (LCD PowerPoint projector, DVD player, TV, overhead projector, Public Address system, laptop computers, etc.). Assisting staff or recording service with set-up and monitoring for audio/video recording of proceedings.
  - (b) Assisting with **setting up and operating media features\*** (media exhibits, media room, E-conferencing, Internet blog, etc.)
  - (c) Assisting with room set up if needed for day sessions and evening events (seating, etc.)
- \* This task area does require a minimum level of skills in working with various basic equipment.

#### **3) Presenter Support:**

- (a) **Session Monitors.** Monitoring sessions and assisting presenters during the session with various needs (passing out handouts, distributing and collecting evaluation forms, etc.). \*We attempt to assign volunteers to sessions on their preference list, as this offers opportunities to have direct interaction with presenters, including sometimes acting as a presentation assistant.
- (b) **Assisting presenter** creating Evolving Expressive Arts interpretation of conference.

#### **4) Dialogue Process Support:**

- (a) **Dialogue Group scribes:** Being one of several scribes taking notes of content during facilitated dialogue groups (notes from each break-out group are then collected and compiled at end of day)
- (b) **Compiling and Posting daily summary of all dialogue group notes** on CBI website blog at the end of each day during the conference.

**5) Monitoring Meals** (monitoring meals and meal tickets for conference lunches and dinners).

**6) Conducting videotaped Interviews** with participants, and taking conference photos for conference resource library and photo album.

**7) Misc. Tasks as needed** (site move-in & move-out tasks, meeting key presenters at airport to transport to hotel, participant relations, distributing & collecting evaluation forms, misc. errands, etc.)

## **C. Post-Conference:**

- 1)** Assist with **data compiling & organizing** (such as summaries of dialogue groups, participant evaluations, conference roster, etc.)
- 2)** Assist with **compiling, formatting, and editing articles** for E-Journal, as well as additional publications, documents, or printed materials.
- 3)** Assist with **E-newsletter / Blog** to inform participants and interested parties of outcomes and future plans, promoting cooperation on applications, receiving news and information from participants to share, etc.
- 4)** Assist with **editing and programming recorded conference materials and graphics** to produce multimedia resources for inclusion in a **virtual resource library** offered through our web site to disseminate conference content and outcomes to the global public.
- 5)** Assist with **compiling a list of requests for cooperation** from the conference to make available, organizing follow-up meetings and dialogues, and linking process to future conferences.
- 6)** Assist with **expansion and development of conference website** as a vehicle for continuing the dialogue, promoting cooperation among participants between annual conferences, and sharing materials generated from these events.
- 7) Additional Tasks** as they emerge, to include input from participants, presenters, and volunteers.

*Creative ideas for pre-conference, on-site, or post-conference processes are always welcome.*

Depending on amount of pre-conference and on-site work and time, interns or volunteers can earn discounts, in some cases up to a waiver, of conference program fee. Details available through Volunteer Coordinator.

For details on current efforts refer to links in the side menu of the CBI website: [www.cbiworld.org](http://www.cbiworld.org)

## **Current Conferences Include:**

### **1. 5th Annual International Conference on "Engaging The OTHER"**

**November 19-21, 2010 ~ San Francisco Bay Area – Sonoma State Univ., Rohnert Park, Calif. USA**

An International, Multidisciplinary, Multicultural Conference examining concepts of "The OTHER" from a universal, cross-cultural perspective to promote wider public dialogue about images of "Us and Them" The ETO Conference addresses the roots of fear based belief systems and negative stereotypes, prejudice, polarization, enemy images, and artificial barriers of misunderstanding and distrust that divide us. An international list of over 55 presenters and visionaries facilitate an engaging 3 days of focused, facilitated dialogue, bridging the divide and cultivating our capacity for appreciation of diversity, reconciliation, and peace.

### **2. 3rd Annual International Conference on Religion, Conflict, and Peace (RCP):**

**March 2011 ~ Henry Ford College, Dearborn, Michigan**

A multicultural, multidisciplinary event and community building experience promoting an inclusive, Inter-religious and Intra-religious dialogue to explore:

The mutual dilemmas of religious ignorance, extremism, intolerance, negative stereotypes, prejudice, demonization and dehumanization, scapegoating, and fear of "the other," that can lead to toxic divisiveness, polarization, and social paranoia, with a special focus on Islamophobia and the Muslim community,

- and - The promise of personal engagement through dialogue in nurturing a shared consciousness of peace - and in doing so promoting the religious experience as a healing remedy rather than problem.

### **3. 16th International Conference on Conflict Resolution (ICR):**

A multicultural, multidisciplinary event and community building experience that transcends artificial barriers. It brings together hundreds of presenters and participants from around the world for critical dialogues, sharing programs and perspectives, and practical training in conflict resolution, and promotes cooperation and collaborations between participants and organizations represented.

### **4. In development for 2011: International Conference on The Practice of Peace Neve Shalom/Wahat Al Salam, Israel**

**CBI's conferences are endorsed by over 100 universities and organizations internationally.  
Registration is open to all participants globally.**

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Please Contact: Steve Olweean, Director at: [SOlweean@aol.com](mailto:SOlweean@aol.com)

*"Never doubt that a small group of thoughtful citizens can change the world. Indeed, it is the only thing that ever has."*

--Margaret Mead