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| Volunteer with The Flashlight ProjectCopies of Materials Used on Outreach |  |

1. Volunteer Position Description:
	1. Provide the copies of the materials that are given to the parlors each month.
	2. Your responsibilities would include the following:
		1. Receive via email the Word documents to be printed.
		2. Make the requested number of black and white copies.
		3. Ensure that the copies are of a high quality.
		4. Staple copies together as directed.
		5. Sort the copies as directed.
		6. Deliver the copies to The Flashlight Project by the Monday before that Saturday’s outreach.
2. Time Commitment:
	1. 2-4 hours/month
3. Approximate Number of Black and White Copies:
	1. 70
	2. Rough cost of printing at a copy center: $10
4. Qualifications:
	1. Very good attention to detail.
	2. Ability to receive the materials via email.
	3. Ability to deliver the copies on time.
	4. At least 16 years old.
5. Application Procedure
	1. Fill out general paperwork.
	2. Sign a liability waiver and non-disclosure agreement.

Thank you for your interest in volunteering with us. We look forward to getting to know you and to working with you.

The Flashlight Project

[www.theflashlightproject.org](http://www.theflashlightproject.org)

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The Flashlight Project does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.