

Heartwork Institute, Inc.

WorkStudy/Volunteer Program Guidelines

How the Heartwork Institute WorkStudy Program Works

There are 2 rules.

1. **Assignment:** As the need arises, projects and the hourly Heartwork Buck\$ (HW\$) value will be assigned to *WorkStudy Participants* ONLY by the following "Project Managers": Dale Goldstein, the Administrator, the Director, or a Committee Advisor. The Project Manager shall report this assignment to the Administrator.
2. **Participant Responsibilities:** It is up to the *WorkStudy Participant* to report to the Project Manager the hours spent on the project. It is highly recommended that this be done on a monthly basis.



Here are the steps to get started.

1. Complete the following application and return it to the Administrator, Annette Barron via mail or Fax at the address below.
2. When you are contacted by a Project Manager and given an assignment, be sure it is clear what the HW\$ hourly value is for your time.
3. The Project Manager will report the assignment, the hourly HW\$ value, and the participants name to the Administrator.
4. Report the hours spent on each project to the Project Manager once a month.
5. Let the Administrator know when you want to use the HW\$ toward a Heartwork Workshop.
6. For questions about the *WorkStudy/Volunteer Process*, please call Annette at 585-392-7939 or send an Email to the address below.

Mailing Address:

WorkStudy/Volunteer Program
Heartwork Institute, Inc.
882 Titus Avenue
Rochester, NY 14617

Email Address: heartwrk@rochester.rr.com

Fax: 585-392-9885

Heartwork Institute, Inc.

882 Titus Avenue, Rochester, NY 14617
585-392-7939

www.heartwork-institute.com
E-mail: heartwrk@rochester.rr.com

Heartwork Institute, Inc. WorkStudy/Volunteer Program Application

NAME: _____
ADDRESS: _____

EMAIL: _____
PHONE: _____

Check those that apply:

- WorkStudy Program ONLY
- Volunteer Program ONLY
- Both

MY SKILLS THAT MAY HELP: List the kinds of things you are good at and would be willing to do as a participant in the *WorkStudy/Volunteer Program*. EXAMPLES: Writing, rewriting, mailings, typing, research, intensive set-up.

1. _____

2. _____

3. _____

4. _____

Submit this application to:

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