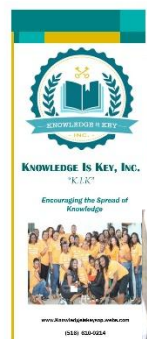




Encouraging the Spread of Knowledge



Employees and Volunteers

Knowledge Is Key, Inc. is a nonprofit organization that offers free educational resources to individuals of all ages through workshops, panel discussions, volunteer opportunities and community events.

Our mission is to educate, encourage and support the general public by providing free educational resources and yearly academic scholarships.

Our Volunteers

Each year K.I.K hosts many informational events for the public. These events run smoothly because of our dedicated volunteers who serve as ticket agents, spotters, hosts, models, speakers, presenters, security and more. Our volunteers are a diverse group of people who wish to spend their personal time encouraging and assisting others. Anyone can help.

Our Staff

K.I.K's staff are everyday superheroes. They are responsible for everything from finance to event planning.

Committees Include:
Fundraising, Scholarship, Event Planning, Grant Writing, Finance, Personnel, Media/Communications and more.

Contact us to inquire about joining our staff, volunteering or sponsoring a program:

Email:
Knowledgeiskeysop@yahoo.com
For more information:
www.facebook.com/knowledgeiskeyinc
(516) 610 0214

KNOWLEDGE IS KEY, INC.
29 Marvin Avenue | Uniondale, NY 11553
knowledgeiskeysop@yahoo.com | 516.610.0214 | www.knowledgeiskeysop.webs.com



Encouraging the Spread of Knowledge

Dear Prospective Volunteer or Staff Member,

Thank you for your interest in volunteering and/or becoming a member of K.I.K's staff. This document provides you with a brief overview of the application and interview process. It is our goal to adequately prepare you for membership with K.I.K.

Volunteering with Knowledge Is Key, Inc. briefly includes:

- Commitment to attending Knowledge Is Key, Inc. events

Working for Knowledge Is Key, Inc. briefly includes:

- Commitment to Knowledge Is Key, Inc.'s mission
- Commitment to attending committee meetings and events
- Commitment to raising funds for Knowledge Is Key, Inc.

Initial Meeting and Connection:

Volunteers - Once you have expressed interest in K.I.K we will then invite you to various K.I.K events and share where there is a volunteer need. It will then be your responsibility to communicate to K.I.K offices how you would like to assist with these events.

Staff - Once you have expressed initial interest in K.I.K and we believe you might be a fit, we will invite you to interview with the supervisor of the area of interest. We will arrange for a call with that supervisor and any other individuals if applicable.

Final Meeting:

Volunteers - You will be contacted prior to event date to finalize your role as well as the date and time of the event.

Staff - Once you have completed your phone interview(s) K.I.K's Secretary will connect again to ensure all final questions are answered. In the interim the immediate supervisor, President and/or Board of Directors will review your resume and interview responses. Board or Officer voting will take place at the next available Board or Officer meeting.

We want to make sure each experience with K.I.K is fulfilling. We recommend you carefully consider your position and whether or not Knowledge Is Key, Inc. aligns with your personal goals and schedule.

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