** IDDS Operations Worksheet**

**Organizer Application**

Overview

Below is a sample of the organizer application. If there are questions you wish to add, please let us know by writing them at the bottom of this worksheet.

Typically, we like to open up organizer applications around 11 months out from a summit and have the people notified and selected by 9 months out from the summit. Sometimes we try to cluster opening the organizer applications for all summits together (so that network members are aware of the different summits they can apply to organize with).

Sample Application Form

In this coming year, there will be a few IDDSs hosted across the globe. While each organizing team already has a group of people who are working together on preparing the summit locally, they are in need of a few extra hands to help out with a few key roles. If you are available and interested in applying for one of these roles, please complete the application below by October 31 at 5pm EST. Any applications received after October 31 at 5pm EST will not be considered.

Your submissions will be reviewed by each summit organizing team, who will make their selections based on need and budget. Once an organizing team has made their selection, they will receive approval from the Summits Advisory Committee, and you will be notified of the selection decision by late November.

Note: It may be best to write your answers down in a Word Document first and then copy and paste them into this form.

**About You**

Name: \*



Phone: \*



Email: \*



Skype name (if applicable):



Which IDDS(s) have you attended before and in what role (as a participant, organizer, etc.)? \*

Note: You must have attended at least one IDDS in order to serve as an international organizer.



What languages do you speak and how well? \*



**The Summit and Role you would like to volunteer for**

For more information about the summits and open roles see here: XXX

Which summit and role are you applying for? \*

Note: Though you are applying for a particular role, everyone on the summit organizing team helps each other out.

*  IDDS Waste - Design Facilitator (with technical design and waste background)
*  IDDS Waste - Communications Organizer (this is a remote role)
*  IDDS Waste - Participant Supporter (this is a remote role)
*  IDDS Waste - Fundraiser (this is a remote role)
*  IDDS D'Kar - Experience Coordinator
*  IDDS D'Kar - Design Facilitator (Prototyping and CCB)
*  IDDS D'Kar - Design Facilitator (Business and Venture Development)

Please list any experience(s) you have had that is relevant to the role you are applying to. \*



If you are applying for the IDDS Waste - Design Facilitator role, please tell us about your interest or background in waste. Also, please tell us about any other summit organizing roles you would be able to contribute to on the organizing team.



Please tell us why you would like to serve as an organizer for the summit you selected and in the role you selected. \*



**References**

Please list two people you have worked with who could speak to your character, skills, and ability to serve on the organizing team in the capacity you are applying for. One of the references must be an organizer from one of the IDDSs you have attended.

Reference 1 Name: \*

Must be one of the organizers from one of the IDDSs you have attended.



Reference 1 contact information: \*



Reference 2 Name and Relationship: \*

Anyone who can speak to your character, skills, and ability to serve on the organizing team in the capacity you are applying for.



Reference 2 contact information: \*



**Your Availability and Expectations**

As an international organizer, you will spend approx. 5-10 hours a week every week before the summit to join the weekly Skype calls with the organizing team to prepare for the summit and you will assist with several organizing efforts outside of those meetings. Unless your role is remote, you will also be required to arrive one week before the summit (for preparation and training), be present through the entire summit, and stay until a few days after the summit (to help digest and clean up). Please consider your availability for the next 9 months and consider if this is something you are not only excited about, but able to commit to. If you are able to commit to this, please read the statement below and check the appropriate box. If you are not able to commit to this, there are several smaller ways you can help the team remotely - see the volunteer opportunity list here: <https://docs.google.com/forms/d/1jqolyfmj8VK7pLdo46-XfautvjXiqUSH7qcAnM_iFdw/viewform>.

I understand that: • This will require at least 5-10 hours of effort a week before the summit and increasing in time as the summit approaches • I am available for weekly Skype and phone calls leading up to the summit • Except for the three remote roles listed above, I am expected to be present at the entire summit from the training period one week prior to the summit opening until two full days after summit closing. • Though I am applying for a particular role and that will be my priority on the organizing team, I am able and excited to help the entire team wherever needed and when I need help I am able and excited to reach out to the entire team for help. \*

*  I agree.
*  I do not agree.