



Collingwood Arts Center, Inc.

VOLUNTEER APPLICATION FORM

The Collingwood Arts Center (CAC) is a non-profit organization. Volunteering supplements staff efforts and can include such duties as ushering, box office sales, concession sales, bartending, merchandise sales, office assistance, construction and building repair, etc.

We rely on the valuable assistance of our volunteers, who generously give their time to help us. In order for us to better identify your skills and interests, we would like for you to give us the following information.

Personal information on this form is CONFIDENTIAL and will only be used in house.

PLEASE PRINT

PERSONAL INFORMATION

Name		
Address		
City	State	Zip Code
Home Phone		Cell Phone
Email Address		

Do you have any emergency training? If so, please provide details:

Do you speak a foreign language? If so, please indicate which language(s) and level of proficiency.

A number of duties at the CAC require physical labor. Do you have any limitations that might prevent you from performing any duties?

CURRENT POSITION

Please circle one:

Employed Retired Student Other (please specify): _____

Briefly describe your work experience:

Briefly describe your previous volunteer experience:

Why are you interested in volunteering?

AVAILABILITY: Please check days & times that you are available to volunteer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 8am-Noon							
Afternoon Noon-6pm							
Evening 6pm-Midnight							

REFERENCES: Please list two references (not family).

Reference #1	Reference #2
Name	Name
Address	Address
Phone Number	Phone Number

INTERESTS: Please check any areas you would be willing and able to help.

<input type="checkbox"/>	Stage Hand	<input type="checkbox"/>	Box Office Sales
<input type="checkbox"/>	Ushering	<input type="checkbox"/>	Concession Sales
<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	Merchandise Sales
<input type="checkbox"/>	Writing/Proofreading	<input type="checkbox"/>	Event Security
<input type="checkbox"/>	Electrical Repair	<input type="checkbox"/>	Housekeeping/Cleaning
<input type="checkbox"/>	Mechanical Repair	<input type="checkbox"/>	Bartending
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Bookkeeping/Accounting
<input type="checkbox"/>	Painting	<input type="checkbox"/>	Lighting
<input type="checkbox"/>	Facility Maintenance	<input type="checkbox"/>	Sound
<input type="checkbox"/>	Special Events	<input type="checkbox"/>	Construction
<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Website Design
<input type="checkbox"/>	Graphic Design	<input type="checkbox"/>	Photography
<input type="checkbox"/>	Grants Writer	<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Tour Guide	<input type="checkbox"/>	Other --
<input type="checkbox"/>	Computer Skills – please specify:		

Have you been convicted of a felony within the past five years?	Yes	No
If yes, please explain:		

EMERGENCY CONTACT INFORMATION

Name	Relationship
Home Phone	Work Phone
Cell Phone	Other Phone

Is there any medical information we should be aware of in case of an emergency (i.e. allergies, special medications, and/or conditions):

If you would like to include information in addition to that requested above, please do so by attaching a resume or letter to this application.

I understand that as a volunteer for the CAC I am representing a nonprofit organization when doing volunteer work for the CAC. When carrying out volunteer work for the CAC, I shall not engage in activities that are prohibited to a non-profit, tax exempt organization. I shall not profit from any activities as a volunteer.

I authorize the Collingwood Arts Center to inquire of any previous employer or other persons regarding my experience, reputation, character, ability, and qualifications for volunteerism. The information supplied by me in this application and the attached resume (if any) is true to the best of my knowledge. I also understand that securing a volunteer position is dependent upon mutual understanding between me and a representation of the CAC. Interviews and other evaluation methods may be applied a part of the evaluation process.

Signature	Date
Parent or legal guardian signature (if under 18)	Date

Thank you for your interest in volunteering.