

# Volunteer Application



Name:  
Address:

Phone:  
E-mail:

Please tell us what you know about the ZACC, and how did you hear about us?

Do you have experience with the following:

What volunteer position(s) are you applying for? Please refer to the volunteer job descriptions for more information regarding each.

- Networking/Organizing
- MS Excel/Word/Adobe software
- Event Planning
- Marketing/Promotion
- Artistic Mediums:
- Education/Teaching children
- Maintenance/Repair

- Center Aide
- Gallery Assistant
- Educational Assistant
- Teen Advisory Committee
- Wrongside Printing Station
- Paint Your Own Pottery/Glass Studio
- Music Shows

Please summarize your previous work and/or volunteer experience below:

What are your special skills, interests, education, and hobbies that might help you as a ZACC volunteer?

Please list two references (not relatives) we can contact:

Name:	Relation:	Phone:
Name:	Relation:	Phone:

When are you available to volunteer? (dates and times)

As an applicant for a volunteer position at the Zootown Arts Community Center, I certify that I completed the application truthfully and to the best of my knowledge. I understand that my volunteer status can be terminated by either party at will, and that I receive no monetary compensation for my time spent volunteering. I agree to maintain confidentiality of any files, conversations, and information the ZACC deems sensitive.

---

Signature

Date

# Volunteer Contract



Volunteers are the ZACC's most important asset. They do more than answer phones and greet visitors – they provide the very framework of our organization and have from the very beginning. As a ZACC volunteer, you make it possible for us to serve the community to the best of our ability.

For a better understanding of what you can expect as a volunteer and what is expected from you by our organization, please read and sign the following volunteer contract.

The ZACC promises to:

1. Provide a safe, healthy, and respectful working environment in which confidentiality is always respected;
2. Provide comprehensive training and orientation;
3. Offer volunteers with opportunities for personal enrichment, professional development and community involvement;
4. Maintain clear and reasonable expectations of volunteers and provide general oversight and management.

In return, we ask that you:

1. Attend a scheduled orientation, training, and tour of the center;
2. Choose an assignment within your abilities, interests, and time;
3. Conduct yourself in an appropriate and ethical manner at all times when interacting with visitors, staff, and board members;
4. Work an agreed number of hours on a scheduled basis that is acceptable to both you and the ZACC;
5. Notify the ZACC if you will be absent from your scheduled shift;
6. Have fun, ask questions, and take ownership of the ZACC!

There will be times when newspapers, organizations, or the ZACC wants to use pictures/media from activities for their use (e.g.: Zootown Blog/website, advertizing). By initialing, I give permission without restriction to my name, likeness, pictures, and/or voice in connection with participation in ZACC activities. *Initial:* \_\_\_\_\_

I understand there is a possibility of physical injury to myself, and I hereby release Zootown Arts Community Center, its employees, volunteers, and teachers, and affiliates from any liability from damage incurred. This release includes injury, death or other damages as a result of transportation to or participation in and from Zootown Arts Community Center activities. *Initial:* \_\_\_\_\_

By my signature I declare that I have read, understand, and agree to abide by all parts of the Volunteer Contract and will strive to fulfill all parts therein.

Printed Name	Signature	Date
For office use only: Date Received: References Checked: Interviewed? <input type="checkbox"/> By:		Date of Interview: Volunteer Approved? <input type="checkbox"/> yes <input type="checkbox"/> no Orientation Date: Schedule set: