

# West Orange Arts Council Volunteer Application Rev. January 2017

Please complete application and return it to [info@woarts.org](mailto:info@woarts.org) Visit [www.woarts.org](http://www.woarts.org) for more information

## Identification

Please be as complete as possible in your answers. Applicants (under 18) please answer as many questions as you can. Be sure to print your answers clearly in blue or black ink.

**Last Name** Enter Last Name      **First Name** Enter First Name      **Age (if under 18)** Enter Your Age if under 18      **Today's Date** Click to Enter Today's Date

**Address** Enter Mailing Address      **City** Enter City      **State** Enter State      **Zip Code** Enter Zip Code

**Home Phone** ( ) -      **Work Phone** ( ) -      **Cell Phone** ( ) -

**Email Address:**  
Enter Your Email Address

**Name of local person to contact in case of emergency:**  
Enter Name of Emergency Contact Person

**Contact Phone:** ( ) -

## Volunteering

**Tell us why you want to volunteer with the West Orange Arts Council**

- Experience for art-related career field     
  Need to volunteer for school/community service     
  Help with events, gallery operations  
 Help with membership & non-profit management     
  Help with events, gallery operations     
  Photos/ graphic design  
 Social Media/ or Other

## Availability

**Please list all hours that you are available to volunteer in a typical week. Fill in specific times.**

<b>MON</b> Click here to enter text.	<b>TUES</b> Click here to enter text.	<b>WED</b> Click here to enter text.	<b>THUR</b> Click here to enter text.	<b>FRI</b> Click here to enter text.	<b>SAT</b> Click here to enter text.	<b>SUN</b> Click here to enter text.
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**Notes:** Click here to enter text.

## Experience

**Check the areas in which you have experience.**

**Art Experience, Special Skills, Strengths, and Talents:**

- Graphic design       Exhibit installation       Gallery management  
 Web design       Networking       Teaching  
 Photography       Manage people       Working with children  
 PR/writing       Finance/bookkeeping       Other

## Volunteer Guidelines

**Please read the volunteer guidelines at right carefully.**

**They contain important information about the WOAC's rules and policies.**

1. Volunteer must attend an orientation session at the West Orange Arts Center. Once training has been completed, volunteers will be paired with a Lead Volunteer.
2. A parent or legal guardian is required to sign paperwork for volunteers under 18 years of age.
3. Volunteers should leave all valuables at home. The WOAC is not responsible for lost, stolen or damaged personal property.
4. In order to easily identify volunteers, we suggest wearing a WOAC Volunteer T-shirt or a name badge if you choose to not purchase a T-shirt.
5. We require that volunteers log in-out daily.
6. Smoking is not allowed in the West Orange Arts Center.
7. Volunteers must be polite and helpful at all times. All guests to the Arts Center are to be treated with respect and courtesy.
8. Accidents or injuries to a person must be reported to a WOAC Lead Volunteer immediately.
9. Volunteers are required to accept the guidance and decisions of the WOAC Lead Volunteer responsible for the volunteer activity you are participating in. Any issues should be brought to a WOAC Board Member's attention or email [info@woarts.org](mailto:info@woarts.org).
10. Volunteers are required to refer questions from visitors to the WOAC Lead Volunteer or a WOAC Board Member and must maintain confidentiality.
11. Questions and concerns should be addressed to a WOAC Lead Volunteer or a WOAC Board Member for guidance. email [info@woarts.org](mailto:info@woarts.org).
12. Volunteers are considered extremely valuable. However, a volunteer will be disqualified from volunteering for misconduct or failure to follow rules and policies.
13. The West Orange Arts Center is open on Saturdays and Sundays from Noon- 4pm throughout most of the year. Special events or gallery exhibit openings are also scheduled and volunteering at these events is encouraged.
14. Guests are allowed (1 per volunteer) but cannot distract from volunteering responsibilities.
15. Volunteers are required to clean up after themselves returning all supplies to their proper locations and must leave the Arts Center by the end of volunteering hours.

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Click here to enter text.

Click to Enter Today's Date

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**Volunteer Signature and Printed Name**

**Date**

## Waiver and Release of Liability

**For adult volunteers or parents/legal guardians of volunteers under the age of 18: Please read this information & sign your consent if you accept these terms.**

- I release the West Orange Arts Council from all responsibility that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk.
- In the event of an emergency, I hereby give West Orange Arts Council permission to seek medical attention for my child (if applicant is under 18.)
- I give permission for West Orange Arts Council to photograph me or my child for use in any West Orange Arts Council publication, educational, or advertising purposes the West Orange Arts Council may designate.
- I acknowledge and understand that as a volunteer of West Orange Arts Council, I, or my child (if applicant is under 18) are not covered by West Orange Arts Council's workers compensation or any other insurance policy for any damages or injuries I, or my child, may sustain during volunteer activities.
- **On behalf of myself, my children, my heirs, assignees, guardians, personal and legal representatives and executors, I hereby release, discharge, indemnify and hold harmless West Orange Arts Council, its officers, directors, and employees for any and all claims, demands, losses, costs, liabilities, damages, personal injuries and property damage, connected with my or my child's volunteer services to West Orange Arts Council whether caused directly or indirectly by any negligence (active or passive) attributable to West Orange Arts Council, its officers, directors or employees.**

[Click here to enter text.](#)

[Click to Enter Today's Date](#)

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**Volunteer Signature and Printed Name;  
or if under 18 years, Parent or Guardian**

**Date**