



Arts Council of Surrey

Volunteer Application

PLEASE PRINT

DATE _____
month/day/year

NAME _____ PHONE _____

ADDRESS _____ 2nd PHONE _____

CITY _____ POSTAL CODE _____ EMAIL _____

Are you: Youth (14 – 18) Adult (19 – 64) Senior (65 and above)

Specific Area of Interest

Please check off which volunteer position(s) interest you:

Clerical Paperwork Office Reception Special Events

I prefer to volunteer at the following location (check one):

Arts Council Office Special Events Areas Either Location

Availability Please indicate when you are available to volunteer:

Days _____ Hours/Time of Day _____

First Language _____ Other Language(s) _____

Past Volunteer Positions (if any) How long in position? Duties

Please list any education, special courses or training you may have taken which could relate to a volunteer position in a Theatre, Art Gallery, Busy Office, or Special Event

Do you have special interest or skills in:

Photography Newsletter Computers Other _____

| | | | |
|------------------|---------------------------------------|--------------------------------------|---|
| Office Use Only: | <input type="checkbox"/> CRC Received | <input type="checkbox"/> Orientation | <input type="checkbox"/> Assigned/ Copy to: |
|------------------|---------------------------------------|--------------------------------------|---|

Use this space to tell us anything else about yourself that relates to volunteering with the Arts Council of Surrey. Have you worked with children, seniors, special needs individuals, etc.?

Have you ever worked in an art gallery, theatre, library or arts-related setting?
Do you have any specific goals related to volunteering?

REFERENCES

List two references, other than family, you have known for at least one year.
(Co-workers, Teachers, Employers, Neighbours)

REFERENCE # 1

NAME _____

RELATIONSHIP _____

PHONE _____

REFERENCE # 2

NAME _____

RELATIONSHIP _____

PHONE _____

I hereby give the Arts Council of Surrey consent to contact above references regarding this application.

I acknowledge the Arts Council of Surrey is under no obligation to provide me a volunteer placement.
I consent to the use of my image in volunteer recruitment brochures, newsletter articles, ads and other funding and promotional materials.

Every prospective volunteer must complete a criminal record search before position placement.

Signature of Applicant (or Parent/Guardian Signature for persons under 19 years old)

X _____

EMERGENCY CONTACT

In case of medical or other emergency, please provide a contact name and phone number.

NAME _____ PHONE _____

Please return this application to:

**Arts Council of Surrey
Newton Cultural Centre
Attention: Volunteer Contact
13530 - 72 Ave., Surrey, BC V3W 2P1
604-594-2700**



Confidentiality Agreement Individual Volunteer

1. I acknowledge and confirm that as a volunteer I may acquire information from the Arts Council of Surrey and/or other parties, about certain matters and things which are of a confidential nature and that such information is the exclusive property of the Arts Council of Surrey, to be used only for its promotion and benefit.
2. I agree that knowledge gained as a result of my position will remain in strict confidence.
3. I agree to exercise due care to ensure that any information I may give to others in the course of my duties as a volunteer or otherwise is information that is accurate and required to be given and is given to a party entitled to receive such information.
4. I agree I will not discuss the details of my volunteer work, my relationship with other volunteers, staff members or board directors with any representatives of the media or publicize any of the confidential aspects of my work orally or by written work or any other medium of communication.

I confirm that I have read the above statements and agree with them and I will therefore adhere to all confidential requirements contained in this agreement or as may be otherwise directed to me as an Arts Council of Surrey volunteer.

Date

Signature



Volunteer Code Of Ethics

As a volunteer for the Arts Council of Surrey, I agree to adhere to this Code of Ethics.

I pledge to:

1. Be on time for my volunteer shift, and provide my supervisor with as much notice as possible if I am unable to attend a given shift
2. Abide by all written policies and guidelines provided to me relevant to my volunteer work
3. Accept orientation and training in order to provide quality service
4. Accept supervision in the performance of my duties
5. Not to use contacts made by the Arts Council of Surrey for business or personal gain
6. Not represent myself as an agent of the Arts Council of Surrey or make comments to the media press unless approved by my supervisor
7. Perform all assigned tasks to the best of my ability, and not report to work while under the influence of alcohol or drugs
8. Treat with courtesy each individual with whom I come into contact regardless of race, colour, religion, age, gender, sexual orientation or national ancestry
9. Bring my best skills and abilities to my volunteer work

Date

Signature