



A WHOLE NEW

Volunteer



Volunteers are here to

WIN!



VOLUNTEER APPLICATION FORM AND VOLUNTEER AGREEMENT

Thank you for your interest in becoming an ADMSP Volunteer! The aim of this application is to ensure that you, as a prospective volunteer, have provided us with a clear picture of who you are, what you are passionate about and how you would like to contribute to our mission.

We are looking for self-motivated volunteers who like to seize the initiative by starting projects and continuing them until their conclusion within the deadline dates. As an ADMSP Volunteer, you will have the opportunity to see firsthand the vital role that art plays in the lives of the community that we serve.

We will provide you with a specific set of responsibilities that will help you gain priceless insight into the real-life workings of a young 501 (c) (3) public charity.

You will be placed in a role specific to your interests and qualifications. There is a minimum number of hours required; and you will be expected to provide weekly updates and progress reports.

COMMUNITY SERVICE/INTERNSHIP CREDIT

Your high school, university or college may assign credit for your participation. This is an excellent opportunity to reinforce your academic pursuits and your long-term career goals with active participation in a thriving organization.

APPLICATION CHECKLIST

You must complete and submit all items to be considered.

1. Answers to the written application form.
2. Your resume.
3. Volunteer agreement.

Please print, fill out, scan and email to Marlene Saile at marlene@altosdelmarssculpturepark.com or fax to (305)437-7601. Your application will be considered and kept on file by our Director of Special Projects.

Please note: It is our policy that if you are under 18 years of age, in order to volunteer your parent/guardian must sign this form below.

Becoming an ADMSP Volunteer

Date:

Name:

Date of Birth:

Social Security Number:

Tel/Fax Numbers:

Email:

Home Address:

Employed by:

May you be called at work? YES NO

Emergency contact information:

INTERESTS

How would you like to contribute your time to ADMSP? Please check all that apply.

- Office administration (data entry, mailing, filing...)
- Public relations (assisting the Public Relations Department with our public relations' programs)
- Online Blogging (writing for our blog)
- Online Social Networking (assisting with Twitter and Facebook)
- Web Design
- Graphics Design
- Software Programming (social media apps, iPhone Apps, Second Life, Games)
- Grant Writing (assisting the Development Department with fundraising)
- Fundraising Special Events (assisting with our fundraising events)
- Other

Do you have a specific idea not mentioned above of how you would like to contribute to ADMSP? Please write out.

Why do you want to be a volunteer at ADMSP and what do you hope to gain from this experience? Do you need school/college community volunteer hours?

AVAILABILITY AND COMMITMENT

ADMSP has regular 10-6pm working hours Monday to Friday. However, volunteer hours can be arranged for daytime, evening and weekend hours.

What is your availability?

When can you start?

Note: If you are interested in working directly with one of our department heads, it is important to ADMSP for the sake of consistency that you can commit to 15-20 hours a week position, for six months or more.

Are you able to commit to 15- 20 hours a week position, for six months or more?

Currently, ADMSP Volunteers work independently out of their own home, office or school. This means that you will have to set your own schedule and be available for contact by email and phone. Please describe how volunteering will coexist with your current schedule?

EXPERIENCE

What skills, and/or characteristics do you have that you want to contribute to ADMSP?

Do have any past experience that you think would help you in this position? If you have volunteered before, please include where and what you did there.

What, in your opinion, is the connection between art and community?

CONFIDENTIALITY

If you do become a volunteer at ADMSP, you will be privy to ADMSP's confidential information. are you willing to accept the responsibility of keeping this information confidential?

EMPLOYMENT INFORMATION, EDUCATION AND TRAINING

Please attach your current resume.

REFERENCES

Please provide two professional or school references, including their names and contact information.

Name	Position	Email & Phone Number

VOLUNTEER AGREEMENT

A. In consideration of this opportunity to volunteer at ADMSP, I agree to the following terms and conditions, intending to be legally bound by them as follows:

I, _____, agree to:

1. Abide by the mission, rules, regulations, policies and programs of the ADMSP while I am a volunteer;
2. Work an agreed number of hours and days on a regular basis, which I will set up with my assigned supervisor;
3. Choose an assignment within my abilities, interests and time. Complete and finish to the satisfaction of ADMSP all projects I start;
4. Keep all private information (including user names and passwords) confidential during and after your volunteer work affiliation with ADMSP;
5. Follow my assigned supervisor's instructions and complete duties as assigned and meet the set deadlines;
6. Report my duties' progress to my assigned supervisor by using the sample Volunteer Status Report form attached below, which will be given to me by my assigned supervisor;
7. Report problems with my duties to my assigned supervisor immediately;
8. Notify my assigned supervisor as soon as possible if I am unable to complete a duty, or if I cannot meet my scheduled volunteer time;

9. Assign any and all right, title, and interest to any and all work-product, developments and innovations conceived by me relative to my volunteer duties under this Agreement. Any and all such work product shall be the exclusive property of ADMSP its successors and assigns and ADMSP may use the results of my efforts in any manner appropriate to its public service mission.

10. Give my assigned supervisor two (2) weeks notice if I decide to no longer be a volunteer for ADMSP.

11. Not change but maintain all usernames and passwords as they have been provided to me by ADMSP. Promptly return all of the ADMSP's documents, forms, supplies, equipment, records, moneys and any other items in good, clean condition, if I stop being a volunteer for ADMSP upon my notice, or upon ADMSP'S request at any time;

13. Give my permission to ADMSP for the use of my picture, taken by a photographer at any fundraising event including advertising, brochures, publications, websites, video productions and other uses. I waive the right to any fee or compensation for either the photographic sitting or the use or reproduction of the resulting photographs in any medium;

and

14. Indemnify, defend and hold ADMSP harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses whatsoever in connection with my intentional misconduct or grossly negligent performance of volunteer activities for ADMSP, or my breach of ADMSP's rules, regulations, policies and programs. ADMSP is not liable to me for any injuries, damages, liabilities, losses, judgments, costs or expenses whatsoever, which I might suffer or sustain in connection with the performance of my volunteer activities for ADMSP.

B. I understand and agree that ADMSP may refuse volunteer applications for any reason.

C. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.

D. The volunteer is not an employee of ADMSP and is not entitled to receive salary, benefits or other compensation.

E. Any modification to this Agreement must be in writing signed by both parties. This Agreement is binding upon ADMSP, me, and/or my parent or guardian (if a minor).

F. By signing this Agreement:

1. I acknowledge that I have read, and understand the Volunteer Application Form and Volunteer Agreement;

2. I agree to the conditions of the Volunteer Application Form and Volunteer Agreement.

3. I agree to comply with the Volunteer Application Form and Volunteer Agreement while I am a volunteer at ADMSP.

Signature:

Name: _____

Date: _____

If you are under 18, you must have your parent/guardian sign this form below:

I, _____, being the lawful PARENT/GUARDIAN (circle appropriate) of _____, my minor child, give permission for my minor child to participate in volunteer activities at ADMSP beginning on _____.

By signing this Agreement:

1. I acknowledge that I have read, and understand the Volunteer Application Form and the Volunteer Agreement;
2. I agree to the conditions of the Volunteer Application Form and the Volunteer Agreement; and
3. I agree to have my minor child comply with the Volunteer Application Form and Volunteer Agreement, while my minor child is a volunteer at ADMSP.

Signature: _____ Date: _____
Parent / Guardian of Volunteer

Signature: _____ Date: _____
Volunteer

TIP: it's all open now and it is up to you to make out of it what you will!



HOW COOL, IT'S UP TO ME!



YOU NEED TO PUNCH IT!





**THIS IS YOUR SPHERE OF INFLUENCE,
WHAT WILL YOU DO WITH IT?**

It's all about

