



# VOLUNTEER APPLICATION

Please fill out this application so that we may find the best way to utilize your talent, skills and interests.

*Applicants must be at least 16 years of age to apply.*

Name \_\_\_\_\_ DOB-mm/dd/yyyy \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zipcode \_\_\_\_\_

Daytime Phone \_\_\_\_\_ & \_\_\_\_\_ Evening Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Which days would you like to work?  
Please circle all that apply - M T W Th F S Su

Please circle which time you prefer to work  
Please circle all that apply – Morning/Afternoon/Evening

\* Suggested Minimum Commitment of 3 hours per month

Please indicate if you have experience with any of the following

- Computer Support
- Customer Service
- Maintenance
- Seating
- Giving & Gathering Tours
- Email
- Special Events
- Website Design
- Phone Calls
- Fundraising
- Ticket Sales
- Other \_\_\_\_\_

Please check any areas that apply in which you have a special interest:

- Ushers / Greeters
- Parking Attendant
- Head Usher
- Production Support
- Development & Administrative Support
- Marketing Administrative Support

How long do you expect to be a Asia Adams SOC volunteer?

- Long Term (a year or more)
- Short term ( a few months or events only)
- Indefinitely

Are there activities you would like to avoid?

Do you have any physical limitations? ( heavy lifting, climbing stairs, walking, allergies, etc.)

- Yes
- No

If yes, please list \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have computer experience?

- Yes
- No

If yes, please indicate the software you have used:

\_\_\_\_\_  
\_\_\_\_\_

Do you have any previous theatre or performing arts experience?

- Yes
- No

If yes, where and in what capacity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your occupation:

\_\_\_\_\_

Please list any experience and/or special skills that you bring to the Asia's Foundation.

\_\_\_\_\_  
\_\_\_\_\_

How did you learn about the Asia's Foundation Volunteer Program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to volunteer for Asia's Foundation?

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Person to notify in case of an Emergency?

Name

Street Address

City/State/Zipcode

Home or Mobile Phone

Work Phone

Please list two references we may contact:

\* Personal or business references only

Name & Daytime Phone

Name & Daytime Phone

Are you a student?

Yes

Are you at least 16 years of age?

No

If no how old are you?

Are you retired?

If yes, what school do you currently attend?

Are you retired?

Yes

No

### Agreement and Signature

By submitting this volunteer application, I affirm that the facts set forth in it are true and complete.

*I understand a background check may be conducted*, and any false representation may affect the approval of this application.

Name (please print)

Signature

Date

### Our Policy

The policy of the Asia Adams Save Our Children Foundation to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability. Information provided within this application will only be used for the volunteer needs of the Asia Adams Save Our Children Foundation.

Thank you for completing our volunteer application and for your interest in our volunteer program and our mission to the community.

Please send your application by mail or email:

Mail to:

Volunteer Coordinator

Asia Adams Save Our Children Foundation

5450 Wissahickon Avenue, C-100

Philadelphia, PA 19144

215.438.1840

Email to:

[@asiaadams21@yahoo.](mailto:asiaadams21@yahoo)

\* please list in the subject line or your email volunteer

**Indemnification Clause-** Upon receipt of notice, a volunteer agrees to indemnify (hold harmless) the Asia Adams Save OUR Children Foundation including affiliates, subsidiaries, members, directors, officers, employees, agents and parents from any claims or associated losses, unless Asia's Foundation was grossly negligent in carrying out its duties and responsibilities.

The **mission** of the Asia Adams Save OUR Children Foundation is to empower children and youth (ages 4-24) with focus on girls, to build healthy productive lives through education, advocacy and support. We strongly believe in social justice for women, children and young families. We provide and promote programs and policies to strengthen, honor, and empower. Our work advocates across health, education, safety, and public welfare systems for the needs of children, Teens and young adults.

# VOLUNTEER JOB DESCRIPTIONS

## **Ushers / Greeters:**

Must have strong interpersonal skills, a welcoming manner, be able to lift 15 pounds, walk and stand for long periods of time, climb stairs, and see lead other in the dark. Experience in performing arts a plus.

1. Ability to work on a team
2. Ability to escort patrons to seats in all levels of the performing arts center, or theatre
3. Hand out programs
4. Monitor restrooms
5. Assist in directing patrons before curtain and during intermission
6. Other tasks as needed such as preparing programs for the performance

## **Head Usher:**

Must have strong interpersonal skills, a welcoming manner, able to lift 15 pounds, walk and stand for long periods of time, climb stairs, and see and lead other in the dark. Experience in performing arts a plus.

1. Lead and train a group of people
2. Work with Executive Director and/or Chairperson to organize usher assignments for every performance and or fundraiser event
3. Ability to escort patrons to seats in all levels of the performing arts center and/or theatre
4. Work with Stage Manager at all shows and performances
5. Monitor all ushers at all shows and performances
6. Perform bi-annual reviews of all ushers to ensure maximum efficiency and morale
7. Other tasks as needed

## **Production Support:**





Must be detailed oriented, have strong interpersonal skills, strong communication skills, able to follow directions, work on a team. Must be able to lift up to 30 pounds and to climb ladders up to 8 feet from the floor.

1. Set loading and unloading
2. Handling of lighting, audio, musical instruments, other theatrical and performing arts equipment
3. Costume maintenance and care
4. Floor sweeping and mopping
5. Transportation (i.e. Coordination of parking at the facility, special out of town guest and/or performers)
6. Artist and musician hospitality
7. Team Supervision a major plus
8. Set up and maintain the green room (backstage refreshment-performer relaxation prep room)

# VOLUNTEER JOB DESCRIPTIONS

## **Development & Administrative Support:**

Must be detailed oriented, have strong interpersonal skills, excellent computer skills, and experience in office work a plus.

1. Bulk mailings
2. Filing
3. Data Entry (i.e. Microsoft Excel, Access, Patron database)
4. Word processing (Microsoft Word)
5. Research and Internet Research
6. Acknowledgement mailings
7. Preparing donor and solicitation packets
8. Telephone survey and contact with donors and patrons
9. Other tasks as needed
10. Blogs
11. Social Media    

## **Marketing Administrative Support:**

Must be detailed orientated, have strong interpersonal skills, good computer skills, and experience in office work, communications, public relations, and marketing a plus. Data Entry (i.e. Microsoft Excel, Access, Patron database)

1. Mailing List (i.e. Mail merges, mailing list labels)
2. Eblast (i.e. iContact, Constant Contact, Evite)
3. Assist with press book maintenance
4. Delivery of materials to the public, schools, businesses, and other organizations
5. Show and event poster, flyers, and electronic distribution
6. Reports directly to the Public Relations & Marketing Director
7. Other tasks as needed