

For office use only

Date received: _____ By: _____

Attention: _____



VOLUNTEER APPLICATION

Please turn application in to Guest Services

VOLUNTEER INFORMATION

Name _____

Address _____

Phone number _____ cell home work

Alternate phone number _____ cell home work

Email _____

Occupation (past occupation if retired) _____

Language(s) spoken _____

Have you ever been convicted for violation of any laws, excluding minor traffic offenses? Yes No

If yes, please explain: _____

Do you consent to a background check? Yes No

*Background check results do not automatically disqualify an applicant, but are required for studio and class volunteer opportunities at the Indianapolis Art Center and its offsite programs.

****The volunteer is responsible for the cost of the background check of \$12.99, the Art Center will provide a secure link via email to process payment and acquire consent for the background check.**

EMERGENCY CONTACT INFORMATION

In case of an emergency, please contact:

Name and Phone Number(s) _____

Relationship: _____

Application continued on next page

VOLUNTEER AREA OF INTEREST (check all that apply)

Volunteering at the Indianapolis Art Center may involve working with students, supplies, chemicals and/or equipment. We will provide training on policies and procedures related to any volunteer assignment.

Education

- Open Studio monitor (circle studio): ceramic, digital arts, drawing, painting, photography, glass, jewelry and metalsmithing, printmaking, steel and stone, textile arts, woodworking
- Studio cleaning and maintenance (schedule available by semester)
- Classroom monitor/assistant (circle type): adult classes, youth & teen classes and camps, ArtReach (off-site; various locations around Indianapolis)
- Other: Please specify _____

Special Events

- Education events: wood fire, steamroller print
- Fundraising events: various events throughout the year
- Other: Please specify _____

Administrative

- Marketing material distribution: catalog, exhibition rack cards, event posters, etc.
- Library organization/book re-shelving and alphabetizing
- Other: Please specify _____

ArtsPark- Sculpture park and gardens of the Indianapolis Art Center

- Gardening: weeding, planting, trash and recycling clean up
- Other: Please specify _____

VOLUNTEER AVAILABILITY

Please specify days and times available (please let us know of any changes to your availability as they may arise)

Sun_____ Mon_____ Tues_____ Wed_____ Thurs_____ Fri_____ Sat_____

Please describe any prior volunteer experience (include organization names and dates of service) and/or experience in the area you are applying for volunteer opportunities.

Do you have any physical conditions that may limit your activities in a volunteer role? Yes No

If yes, please explain:

Permission-Use of photographs:

I grant permission for the Indianapolis Art Center to use work group photographs, film, and videos of me for promotions and/or on the Indianapolis Art Center's website.

Release of liability:

I hereby release the Indianapolis Art Center from any and all claims that may arise from or result in any expenses, personal injury, loss or damage incurred to me or by me during my time at the Indianapolis Art Center.

Volunteer agreements:

- In signing this application, I agree that I am volunteering to participate in selected activities at the Indianapolis Art Center.
- I agree to abide by and follow the volunteer policies and expectations stated in the Volunteer Handbook.
- I agree to use any required equipment and materials safely and according to the instruction I receive from Art Center staff.

Please read the following carefully before signing: I understand that this is an application for and not a commitment or promise of any volunteer opportunity. I certify that I have and will answer all questions throughout the selection process, including on this application, to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with the Indianapolis Art Center or my termination as a volunteer.

I understand and agree to abide by this application and consent to conduct a background check.

Printed Name

Signature

Date

FOR ART CENTER USE ONLY

Approved to volunteer

Not approved to volunteer

Immediate use

Keep on file for later opportunities

Notes: _____

Studio Chair/Supervisor: Printed Name

Studio Chair/Supervisor: Signature

Date
