



VOLUNTEER APPLICATION

PERSONAL INFORMATION

Name: _____ Ms. _____ Mrs. _____ Mr. _____
Last First Middle Initial (Preferred Salutation)

Summer Address: _____
Street Address City State Zip

Winter Address: _____
Street Address City State Zip

Phone: (____) _____ (____) _____ _____
Day Evening/cell/winter E-mail

What made you decide to volunteer at the Francis Hardy Center for the Arts?

- Existing volunteer
- Friend or coworker
- FHCA programming
- FHCA literature/publication _____
- Other _____
(Please describe)

TELL US ABOUT YOU

Volunteer Experience: _____

Hobbies: _____

Special Training: _____

AVAILABILITY

If you are a returning docent or are applying to docent for the FHCA please note that you will be required to fill out a separate schedule at the first training session.** Please indicate your availability for all other FHCA volunteer opportunities using the form below. ***Any time you can give is much appreciated!

Do you prefer to volunteer: weekly monthly special projects on call only other _____

AVAILABLE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

Preferred Method of contact day phone cell phone e-mail

Emergency Contact: _____ (____) _____
Name Phone

PLEASE COMPLETE THIS FORM (INCLUDING NEXT PAGE) AND MAIL TO:

VOLUNTEER COORDINATOR, FRANCIS HARDY CENTER FOR THE ARTS
P.O. BOX 394, EPHRAIM, WI 54211 QUESTIONS: CALL (920) 854-2210 OR EMAIL INFO@THEHARDY.ORG

VOLUNTEER INTERESTS

Please carefully review all volunteer activities and check all that are of interest to you and your schedule.

Exhibitions

Installation

- Juried Exhibit
- Collection Invitational
- Educational Exhibit

Arts Ambassador

- Docent
- Greeters

Education Programs

- Art Camp
- ETC (Exposure to Creativity)
- Ephraim Children's Day
- Enrichment Series
- Sample the Arts
- Senior Outreach

Administrative

- Bulk Mailings
- Database Maintenance
- Grant Writing
- Membership

Uptown Gallery

- Cashier/Salesperson

FHCA Committees

- Adult Education
- Development/Finance
- Exhibitions
- Events
- Marketing
- Volunteer
- Youth Education

Event Planning

- Annual Special Event Fundraisers
- Door County Festival of the Arts
- Art Studio Tours
- Opening Receptions

Other

- Brochure/Poster Distribution
- Gallery prep/cleaning
- Food prep/beverage for special events
- Parking attendant
- Photography

VOLUNTEER SKILLS

Please check all skills that you wish to share or utilize in your volunteer experience with the FHCA.

<p style="text-align: center;">ARTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Art History <input type="checkbox"/> Art Handling <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Visual Arts <input type="checkbox"/> Performing Arts <input type="checkbox"/> Literary Arts 	<p style="text-align: center;">PUBLICATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Editing/Proofreading <input type="checkbox"/> Writing (Newsletters/Brochures) <input type="checkbox"/> General Writing <input type="checkbox"/> Press Releases/Public Relations <input type="checkbox"/> Production 	<p style="text-align: center;">TECHNICAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer Programmer <input type="checkbox"/> Computer Experience <input type="checkbox"/> Website Experience <input type="checkbox"/> Video/Film Equipment <input type="checkbox"/> Photography <input type="checkbox"/> Film Production 	<p style="text-align: center;">FINANCIAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Preparing a Budget <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Fundraising <input type="checkbox"/> Grant Writing <input type="checkbox"/> Investing
<p style="text-align: center;">EDUCATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public Speaking <input type="checkbox"/> Teaching Adults <input type="checkbox"/> Teaching Children <input type="checkbox"/> Hearing/Visually Impaired <input type="checkbox"/> Docent/Guide <input type="checkbox"/> Other 	<p style="text-align: center;">BUSINESS/MANAGEMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Event/Project Coordination <input type="checkbox"/> Chairing Meetings <input type="checkbox"/> Organizational work <input type="checkbox"/> Leadership Role <input type="checkbox"/> Resource Development <input type="checkbox"/> Contracts/Negotiations <input type="checkbox"/> Group Process Work <input type="checkbox"/> Marketing/Advertising 	<p style="text-align: center;">ADMINISTRATIVE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Word Processing <input type="checkbox"/> Bulk Mailing <input type="checkbox"/> Survey Tabulation <input type="checkbox"/> Filing <input type="checkbox"/> Recorded Minutes <input type="checkbox"/> Scheduling <input type="checkbox"/> Photocopying <input type="checkbox"/> Typing 	<p style="text-align: center;">CUSTOMER SERVICE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Host/Greeter <input type="checkbox"/> Public Interaction <input type="checkbox"/> Events and Local Attractions <input type="checkbox"/> Information <input type="checkbox"/> Cashier <input type="checkbox"/> Salesperson
<p style="text-align: center;">OTHER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Catering <input type="checkbox"/> Food Service <input type="checkbox"/> Floral Arranging <input type="checkbox"/> Foreign Language 	<p style="text-align: center;">COMMENTS/ADDITIONAL INFORMATION:</p>		

THANK YOU!

THE VOLUNTEER COORDINATOR WILL CONTACT YOU TO DEVELOP YOUR PERSONAL CALENDAR FOR VOLUNTEERING WITH THE FRANCIS HARDY CENTER FOR THE ARTS.