



VOLUNTEER APPLICATION FORM

2010-2011 Concert Season

Name: (Mrs.) (Ms.) (Mr.) _____

Address: _____ **Apt.#** _____

City: _____ **State:** _____ **Zip:** _____

Phone: () _____ **E-Mail:** _____ **Fax:** () _____

Emergency Contact: _____ **Phone:** () _____

Relationship of Contact: _____

Resident of Florida: Year round: ___ Seasonal: _____ What months ? _____

Previous Volunteer Experience: _____

Please check the Day(s) of the Week and Time(s) you are available: A.M. _____ P.M. _____

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday _____

*** Please see reverse side for Volunteer opportunities.**

VOLUNTEERING OPPORTUNITIES:

Please check all areas that you are interested in volunteering for:

Ushering and Ticket Taking.

Assisting with Special Events.

Office Help:

- General: Stuffing envelopes; promotional info packaging, filing, etc.
- Specific: Computer skills including data base entry, working w/excel, word & pdf. files.
- Specific: Computer graphics.
- Specific: Website review.

Development:

- Research for potential grants, individual & corporate.
- Identify local businesses as potential sponsors/donors. Develop the relationship.
- Help with organization and running of specific fundraising events.
- Introduce outside resources into the organization.
- Researching & development of fundraising opportunities.

Marketing:

- Help with preparing Press Releases.
- Help with Press Release follow up.
- Post concert telephone follow up for future concert ticket purchases.
- Assist with promotional events.

Outreach Program:

- Volunteer duties include regular weekly (1-2 hrs.) supervision of children's music practice and theory studies. *A background check is required.

Young People's Concerts:

- Volunteer duties include; co-coordinating pre-concert in-school Presentations and school attendance at concerts; educational material preparation; ushering at Young People's Concerts.

Do you have experience in any other areas that you think could be of value to the Symphonia? Please share it with us.

Thank you for completing this form.

Please return the completed *Application Form* and the *Volunteer Contract Release Form* to the Symphonia office: 2285 Potomac Road, Boca Raton, Florida 33431.