



# Volunteer Application Form

**Mission Statement:** *We value and nurture individual creativity, along with the historical, cultural and environmental resources of the Sautee and Nacoochee valleys and surrounding areas.*

Thank you for your interest in volunteering with the Sautee Nacoochee Center and the Folk Pottery Museum; and for completing this Volunteer Application Form. Volunteers play a vital role in the mission of this Center. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

---

## Personal Details

Name: \_\_\_\_\_ Mr.  Mrs.  Miss  Ms.

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_ County: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Birthdate: \_\_\_\_\_ (optional) Are you 18 years of age or older? \_\_\_\_\_  
Month/ Day /Year

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**SNCA membership would be appreciated as part of your volunteer service. Membership is tax deductible and many aspects of your community service are considered tax deductible.**

## Equal Opportunities

Sautee Nacoochee Community Association (SNCA) is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. It is our sincere intention to place volunteers in positions most beneficial to them and to the Center for a strong and positive experience.

SNCA is committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will need to complete a Criminal Background Check Authorization Form as well as a Staff Code of Conduct for Youth protection form. In the meantime, please complete the question below.

Have you ever been convicted of a felony?

Yes  No

If you ticked yes, please provide details: \_\_\_\_\_

## Your Skills and Interests

1. Have you ever done any volunteer work before? Yes  No

If you answered yes, please tell us a little about the experience.

2. What do you hope to gain from volunteering? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your volunteer work? These can be acquired through employment, previous volunteer work, or other activities such as hobbies.

4. Years of School Completed \_\_\_\_\_

5. Previous Occupations \_\_\_\_\_

6. What type of voluntary work interests you? (See Volunteer Job Descriptions for more information)

- |   |  |
|---|--|
| <input type="checkbox"/> Art Gallery                    | <input type="checkbox"/> SNC Front Desk/Welcome              |
| <input type="checkbox"/> Community Events Volunteer     | <input type="checkbox"/> Administrative Assistance           |
| <input type="checkbox"/> Environmental Heritage Program | <input type="checkbox"/> Folk Pottery Museum Docent          |
| <input type="checkbox"/> Folk Pottery Front Desk/Tours  | <input type="checkbox"/> Heritage Site Docent                |
| <input type="checkbox"/> History Museum                 | <input type="checkbox"/> Performing Arts Box Office or Usher |
| <input type="checkbox"/> Contra                         | <input type="checkbox"/> Youth Programs                      |

7. When are you available for voluntary work?  Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

8. How long do you intend to volunteer for? \_\_\_\_\_  
 (note that some opportunities demand a minimum time commitment, i.e., Board level roles)

9. How did you find out about volunteering with SNCA?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Information / Outreach meeting | <input type="checkbox"/> Website               | <input type="checkbox"/> Friend/Relative |
| <input type="checkbox"/> Word of mouth                  | <input type="checkbox"/> Media or Social Media | <input type="checkbox"/> Other _____     |

## References (other than a relative)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Work: (If applicable) \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Place of Work: (If applicable) \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you have any questions/concerns when completing this application form, please contact Kat Stratton, Volunteer Coordinator at 706-878-3300, ext. 309 or [volunteers@snca.org](mailto:volunteers@snca.org).

Is there any additional information you would like to bring to our attention?

I declare that the information I have provided is true. All my actions as a volunteer will reflect the mission and values of the Santee Nacoochee Community Association and I agree that being community oriented will be central to my role.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### For office use only

### Notes

Volunteer Position \_\_\_\_\_

Community Service Position \_\_\_\_\_

Volunteer Interview \_\_\_\_\_

Volunteer Role Description sent \_\_\_\_\_

References Collected \_\_\_\_\_

Volunteer Start Date \_\_\_\_\_