

# Volunteer Application

PLEASE NOTE: all volunteer opportunities require completion of this application and a signed Conflict of Interest and Ethics Statement. In addition, due to the nature of our work, select volunteer positions must successfully complete a criminal background check every 3 years. Pawling Public Radio does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft.



**PLEASE PRINT UNLESS OTHERWISE INDICATED**

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	
Education	
Birth Month/Day	I'm over the age of 18:    YES    NO
Employer & Position	
Would your company be interested in becoming a sponsor for PPR?	YES    NO    N/A

## Availability

During which hours are you available for volunteer assignments?

<input type="checkbox"/> Weekday mornings	<input type="checkbox"/> Weekend mornings
<input type="checkbox"/> Weekday afternoons	<input type="checkbox"/> Weekend afternoons
<input type="checkbox"/> Weekday evenings	<input type="checkbox"/> Weekend evenings

## Interests

Tell us in which areas you are interested and/or have skills in:

<input type="checkbox"/> Administration/Clerical	<input type="checkbox"/> Construction/carpentry	<input type="checkbox"/> Website Design
<input type="checkbox"/> Special Events	<input type="checkbox"/> Graphic Design/Art Design	<input type="checkbox"/> Photography
<input type="checkbox"/> Sales	<input type="checkbox"/> Writing	<input type="checkbox"/> Engineering <input type="checkbox"/> sound editing
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Mailings	<input type="checkbox"/> Assist with activities/programs
<input type="checkbox"/> Grant writing	<input type="checkbox"/> speaking at local community, school, business or civic events	
<input type="checkbox"/> Newsletter production		
<input type="checkbox"/> Volunteer coordination		

What languages do you speak fluently? \_\_\_\_\_

## Previous Volunteer Experience

Summarize your previous volunteer experience. Include time at each organization and duties.

## Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

## Our Policy

Have you ever been convicted of a felony? [ ] Yes [ ] No

If yes, please describe circumstances:

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Have you ever been involuntarily terminated or asked to resign from any position of employment? Yes [ ] No [ ]

If yes, please describe circumstances:

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It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Security of information is extremely important to us. All information submitted is available to and accessed only by relevant personnel. Information is never sold or shared outside of PPR/WPWL.

Facility rules and ethics apply to all volunteers. Violation of core values standards, release or sharing of confidential information and/or facility business, and non-compliance with other policies and procedures can result in possible termination of volunteer duty.

As a PPR/WPWL volunteer, I understand and agree to the following:

- Be punctual and conscientious in the performance of assigned duties.
- Conduct myself with dignity, courtesy, and respect for other volunteers.
- Discuss concerns and complaints with the Chairman of the Board.
- Attend all required volunteer meetings.
- Portray a positive volunteer presence.

## Conflict of Interest

- I will either avoid, or promptly disclose and recuse myself from any decisions, activity or practice which conflicts with, or can be perceived as conflicting with the interests of the Station, including but not limited to situations where I, or a relative, friend or business acquaintance of mine proposes to provide goods or services to the Station for consideration.
- I will refrain from using Station property or resources for personal profit or advantage, or for any purpose not related to the activities of the station.
- I will refuse any personal gifts, loans, favors or other consideration of more than nominal value from any Station vendor, sponsor or other outside party that would influence, or could be perceived as influencing, my actions or the actions of others.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I also accept the terms and conditions of The Policy and Conflict of Interest statements above.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with us.