



Sol Treasures Volunteer Application Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Alternate Phone #: _____

Email: _____

Emergency Contact Name: _____ Phone #: _____

Have you volunteered with us before? Yes _____ No _____

If you are under the age of 18, please list your age: _____

I would like to help volunteer in the following areas:

Gallery-Gift Shop Creating/Distributing flyers, etc. Landscaping Event Planning

Classroom assistants Music assistants Theater Productions Computer

Special Days Set-up (Shows, Concerts, Exhibits) Photography/video

Other: _____

How did you hear about volunteering at Sol Treasures? _____

Why are you interested in volunteering with us? _____

Describe any special skills or background experience that will assist in volunteer work:

If you would like to help in the Gallery-Gift Shop, please mark the time periods that you are available:

	<u>10:00am-1:00pm</u>	<u>1:00pm-4:00pm</u>	<u>2:00pm-5:00pm</u>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Thank you for supporting Sol Treasures!

Please provide 3 references that are not related to you:

Name	Relationship	Day Phone	Email
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Have you ever been convicted of a crime? If yes, please explain: _____

Please read the following carefully before signing this application:

I understand that this is an application for and not a commitment or promise of volunteer opportunity. I certify that I have and will answer all questions 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 information contained on my application could be verified. Because I could be working with children, I understand that I may be asked to provide my fingerprints for purposes of a background check before I begin my volunteer service. I understand that misrepresentation or omission may be cause for my immediate rejection as an applicant for a position or my termination as a volunteer/intern.

Signature Date

Parental Permission (If under 18 years of age)

This section is required for any person under the age of 18 in order to be considered as a volunteer at Sol Treasures

I _____, agree that my child _____
Print Name of Parent/Guardian Print Name of Minor

may participate as a volunteer at Sol Treasures. I have read and understand all the volunteer information provided. I will be responsible for the transportation of my child to and from volunteer jobs and events.

Signature Date

As a volunteer, I pledge to:

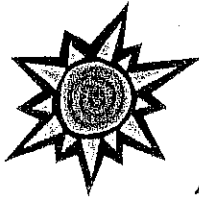
- Show up and volunteer when scheduled
- Accept guidance from Staff and Directors
- Be courteous to Visitors, Directors, and Staff

Signature: _____ Date: _____

Please return Application to



Thank you for supporting Sol Treasures!



Sol Treasures

Arts and Cultural Enrichment Center

SOL TREASURES "PERFORMANCE STANDARDS"

Dear Volunteer/Independent Contractor/Intern/Board Member/Other:
(Please circle applicable position)

Attached is a copy of Sol Treasures' "Performance Standards". It is the organization's expectations of performance and conduct standards. While working at Sol Treasures or at any Sol Treasures sponsored event regardless of location you will be expected abide by these standards.

If you do not abide by them, you will not be able to continue your association with Sol Treasures.

Please sign below:

I have received a copy of Sol Treasures "Performance Standards" and will abide by them.

(Print Name)

(Position)

(Signature)

PERFORMANCE ELEMENTS

PERFORMANCE ELEMENTS

A. Managing Work Assignments

Description: Implements assigned program of work in a manner that accomplishes Sol Treasures' mission using available resources to perform work. Works safely and ensures workplace security.

Performance Standards:

1. Prioritizes and balances work as necessary. Punctuality is important. Adheres to established work as much as possible, changes will be the exception.
2. Makes recommendations and develops solutions that demonstrate positive approaches to complete work assignments.
3. Routinely informs supervisor of problems and challenges that arise
4. Implements programs and projects assigned within established time lines, adapts to changing priorities
5. Ensures that reported information is adequate, reliable, verifiable and useful
6. Demonstrates support in accomplishing individual and/or group assignments based on assigned goals performance expectations and commitments as coordinated between supervisor/board and employee/volunteer
7. Applies knowledge and skills to independently perform assignments and seeks guidance as appropriate
8. Routinely accomplishes program goals in a timely manner.

B. Teamwork and Partnerships

Description: Develops and maintains effective working relationships with Sol Treasures' Board, employees, volunteers and external cooperators and customers that foster a positive atmosphere of cooperation, trust, creativity, and group unity.

Performance Measures:

1. Demonstrates collaboration and flexibility to build effective partnerships
2. Develops networks, builds cooperation and collaborations
3. Uses interpersonal skills and facilitates "win-win" situations
4. Treats everyone fairly and professionally; demonstrates respect for individual differences.

5. Seeks opportunities to share knowledge and skills with others.
6. Handles disagreements effectively and resolves them in a positive and constructive manner.

C. Mission Results

Description: Demonstrates a commitment and personal responsibility to strive for excellence in promoting the mission and goals of Sol Treasures through the accomplishment of work assignments

Performance Measures:

1. Contributes to achieving Sol Treasures' mission and goals.
2. Represents Sol Treasures when meeting customers, exhibitors, donors, other organization's representatives, community leaders, and business owners and leaders. Appearance will be neat, clean and business appropriate.

.D. Civil Rights

Description: Performs duties in a non-discriminatory manner which consistently demonstrates fairness, cooperation, and respect toward others.

