

CRANLEIGH ARTS CENTRE – VOLUNTEER INFORMATION FORM

We are always looking to expand our team of volunteers. Please complete this form and return to Katie Wilson, Volunteer Coordinator, Cranleigh Arts Centre, 1 High Street, Cranleigh GU6 8AS or email to katie@cranleighartscentre.org

Personal details

Name

Address

.....

Telephone (daytime) Telephone (evening)

Mobile Email address

Next of kin

Please provide details of an emergency contact.

Name

Address

Telephone (daytime) Telephone (evening)

Do you have a medical condition or disability that we should be aware of? If so, please give details below.

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Volunteer roles

Please tick the categories below that are of particular interest to you

Daytime office hours - 9am to 5pm

- Office Administration Support – we need people who are IT-proficient to assist with various administrative functions []
- Event & Exhibition Administration Preparation []
- Marketing and Publicity – we need people who can cope under pressure to provide support to our Marketing Officer in the preparation of publicity material []
- Publicity Distributors – we are seeking outgoing, friendly and organised people to assist with the distribution of publicity material []
- Box office - use of computerised system for selling tickets, all forms of customer service []
- Tea Bar – food handling and customer service, cleaning tea bar area, reconciling money []

Evening events - 6/7pm to 10/11pm

- Stewarding – active customer-facing role, responsible for customer safety, checking tickets []
- Tea Bar - food handling and customer service, cleaning tea bar area, reconciling money []
- Bar Duty – full bar customer service, cleaning bar area, reconciling money []
- Box office - use of computerised system for selling tickets, all forms of customer service []
- Projectionist – operating projector for films []
- Lighting and Sound Technician []
- Duty Management – managing all aspects of building including room hires, events, customer and staff queries & building lock-up []

About you

1. Do you have any skills or qualifications you think might be relevant to volunteering at Cranleigh Arts Centre (e.g First Aid, CRB)? If so, please give brief details below.

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2. Please provide us with a brief outline of any current and/or previous voluntary activities and/or employment experience which might be relevant.

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3. If you are offering to help in the office, are you confident in using any of the following computer programs?

MS Excel [] MS Word [] MS Publisher [] MS Powerpoint [] MS Outlook [] Internet []

4. When are you available to regularly volunteer?

Morning [] Afternoon [] Evening [] Weekdays [] Weekend []

If you are volunteering for a weekday, please indicate which day(s) would suit you:

Tuesday [] Wednesday [] Thursday [] Friday [] Saturday []

How many hours per week can you volunteer []

Data Protection Act

We keep a computer database of volunteer details and a paper record, which keeps track of your name, address, phone number(s), email address, training and sign-ups. By being a Volunteer you agree to us keeping this information, and we undertake to keep it secure under the terms of data protection.

Thank you for your interest - we will be in touch.

Signed Date

Received on behalf of the Cranleigh Arts Centre by Date