



Volunteer Application

Return completed form to:
485 Main Street
Poughkeepsie, NY 12601
Programs@FallKillCreativeWorks.org
(845) 442- 0511

Contact Information:

Full Name: _____ Date of Birth: _____ Phone: _____
Full Address: _____ Email: _____

Previous Work and/or Volunteer Experience:

Please summarize any past work and/or volunteer experiences

Special Skills, Qualifications, and Interest in Volunteering:

Please list any special skills/qualifications you have acquired through previous employment, volunteer work, activities, etc. Please also briefly discuss why you are interested in volunteering with Fall Kill Creative Works.

Availability:

Please check available days and list times.

<input type="checkbox"/> Mondays	<input type="checkbox"/> Tuesdays	<input type="checkbox"/> Wednesdays	<input type="checkbox"/> Thursdays	<input type="checkbox"/> Fridays	<input type="checkbox"/> Saturdays	<input type="checkbox"/> Sundays
Times?						

Areas of Interest:

Please tell us in which areas you are interested in volunteering (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Gallery | <input type="checkbox"/> Glebe House/Story Works | <input type="checkbox"/> Clay Works Studio |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Outreach | <input type="checkbox"/> Print Works Studio |
| <input type="checkbox"/> Office | <input type="checkbox"/> Development | <input type="checkbox"/> Textile Works Studio |

References:

Please list two people who are not members of your family

1. Name: _____ Phone: _____ E-mail: _____ Relationship to you: _____
2. Name: _____ Phone: _____ E-mail: _____ Relationship to you: _____

Clay Works
485 Main St.

Glebe House
635 Main St.

Print Works
8 N. Cherry St.

Textile Works
489 Main St.

Trolley Barn
489 Main St.

Studio Assistant Agreement

Expectations:

Studio Assistants will...

- Work the same four hours each week and complete maintenance tasks assigned to them during their shift.
- Greet people as they enter the space, answer the phone, answer questions to the best of their ability, and direct unanswerable questions to the appropriate studio technician.
- Confirm that people coming in to use the studio are registered and paid.
- Accurately perform financial transactions and write receipts.
- Communicate absences with as much notice as possible to the appropriate studio technician. They are also encouraged to find coverage/trade shifts with other studio assistants when possible.

Benefits:

- After completion of a one-month training period, studio assistants will receive keys and have 24-hour access to the studio that they volunteer at. There is a refundable deposit that will be collected.
- Studio Assistants who work a regular 4-hour shift may take one class per week worked, as space is available. (Material fees will apply for classes. this benefit does not accrue- classes must be taken the week that the shift was worked.)
- Studio assistants working at Clay Works will receive a 15% discount on firing fees.
- Studio assistants are a huge part of our Fall Kill Creative Works community! As members of our community they are invited to many of our events as guests, and may also be asked to volunteer some additional hours. Extra participation is not a requirement, but is welcome!

I can commit to a weekly 4-hour shift, and give at least 2 weeks' notice when I plan to leave. <input type="checkbox"/> yes <input type="checkbox"/> no		
I have read, understood, and agreed to the above responsibilities.		
Printed Name	Signature	Date

Background Check:

Are there factors or circumstances involving you or your background that would call into question your being entrusted with the supervision of youth or handling of money? ☐ yes ☐ no

If you answered "Yes," please explain the nature of the offense.

<i>I hereby allow Fall Kill Creative Works to perform a criminal background check on me. I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration for some volunteer positions. I understand that all information collected during the check will be kept confidential.</i>		
Printed Name	Signature	Date

Thank you very much for your interest in Fall Kill Creative Works!

Clay Works
485 Main St.

Glebe House
635 Main St.

Print Works
8 N. Cherry St.

Textile Works
489 Main St.

Trolley Barn
489 Main St.