**CRANLEIGH ARTS CENTRE – VOLUNTEER INFORMATION FORM**

We are always looking to expand our team of volunteers. Please complete this form and return to Helen Steward, Volunteer & Community Manager, Cranleigh Arts Centre, 1 High Street, Cranleigh GU6 8AS or email to helen@cranleigharts.org

**Personal details**

Name ……………………………………………………..

Address ...................................................................................................................................................

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Telephone (daytime) ……………………………. Telephone (evening) ……………………………………

Mobile …………………………….............. Email address ………………………………………..………..

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

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**Next of kin**

Please provide details of an emergency contact.

Name ………………………………………………………………………………

Address ………………………………………………………………………………

Telephone (daytime) ………………………………… Telephone (evening) ……………………………….

**Volunteer roles**

Please tick the categories below that are of particular interest to you (set with boxes).

**Daytime office hours i.e. 9am to 5pm**

* 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 [ ]
* Coffee bar – food handling and customer service, cleaning coffee bar area, reconciling money [ ]
* Fundraising – we are always looking for people to join our fundraising working party [ ]

**Evening events i.e. 6/7pm to 10/11pm**

* Stewarding – active customer-facing role , responsible for safety of customers, checking tickets [ ]
* Coffee bar - food handling and customer service, cleaning coffee 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 the building including room hires, events, customer and staff queries & building lock-up. Daytime [ ] Evening [ ]

**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 with marketing, are you confident in using any of the following computer programs?

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

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 [ ]

**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. We also use an online volunteer rota system which holds your name and email address. 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 …………………