



West Oak Lane Jazz and Arts Festival - June 19-21, 2009

VOLUNTEER APPLICATION

DUE DATE: APRIL 1, 2009

GENERAL INFORMATION

Ogontz Avenue Revitalization Corporation (OARC) is the executive producer of the internationally acclaimed *West Oak Lane Jazz & Arts Festival* where Ogontz Avenue in Philadelphia, PA is transformed into an exciting festival of vendors offering food, art, crafts, and non-stop musical entertainment. The festival is a three-day, "rain or shine" event which requires constant coordination and support from dedicated staff and volunteers. This year, we are seeking volunteers to make our festival an even greater success.

BASIC GUIDELINES

1. ALL potential volunteers, whether new or returning, must submit a written application. **ALL INFORMATION ON BOTH PAGES/SIDES MUST BE FILLED OUT!**
2. You must be able to work a minimum of two (2), 4-hour shifts during the festival.
3. **Minimum age to volunteer is 18.**
4. Volunteers will be assigned specific functions and times by the Volunteer Coordinator. Upon approval of your completed application, you will be contacted and registered for one of two orientation sessions. You will receive further instructions at that time. **VOLUNTEERS MUST ATTEND AT LEAST ONE ORIENTATION SESSION. Please indicate your availability.**

Name (please print):

(Last)

(First)

(Initial)

Address _____ Apt. _____

City _____ State _____ Zip Code _____

Phone (Home) _____ (Work) _____ (Cell) _____

Email _____ Date of Birth _____

Shirt Size (circle) S M L XL XXL XXXL

EMERGENCY CONTACT		
Name (Primary) _____	Phone _____	Relationship _____

VOLUNTEER AGREEMENT

I understand that the West Oak Lane Jazz & Arts Festival (WOLJAF) producers, Ogontz Avenue Revitalization Corporation, (OARC), nor any of its officers, employees, or volunteers shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of my participation as a volunteer for the 2009 festival. I also hereby agree to indemnify OARC, the WOLJAF producers, its officers, employees, volunteers harmless for any such claims.

I further understand that in the normal course of festival activities, photographers (contracted and freelance) may capture my image that will possibly be used in publications promoting the WOLJAF for which there will be no monetary compensation.

I have read and understand the volunteer guidelines for the 2009 WOLJAF and agree to follow the policies and procedures set forth by OARC. I also confirm that I am at least 18 years old and agree to volunteer without expectation of monetary compensation. I will receive a Commemorative Festival Tee-Shirt and one meal with beverage after volunteering 8 hours or more.

Signature _____ Date _____

Mail or drop off application with both pages/sides completed — C/O Erika L. Griffin, WOLJAF Festival Volunteer Coordinator, OARC 1536 Haines Street Philadelphia, PA 19126. Applications can be picked up at this location as well. For any questions please contact Erika L. Griffin at 215-754-0014 or egriffin@oarcphilly.org

FUNCTIONS:

We have positions in the following areas. **Please select up to three (3)** and number in order of preference. Jobs will be filled according to skill, interest and availability with consideration to returning volunteer and order of

	Daily Set-up: Setting up chairs; barricades		Pre-Fest Set-up: Setting up chairs; barricades; tables
	Greeters: Greet attendees; answer questions; handout brochures		Supply Team/Runners: Deliver water, ice etc. to different locations
	Information Booth: Answer festival questions		Post-Fest Takedown: Breaking down chairs; barricades etc.

EXPERIENCE/QUALIFICATIONS:

- Have you volunteered at the WOL Festival in the past?
 YES NO What function? _____ Please indicate when, where, any special skills (i.e. supervisory experience, merchandising, language proficiency other than English):
- How did you hear about the festival? _____
- Please consider me for a supervisory position. (Indicate reference name and contact information.)
 Name: _____ Telephone: _____

SCHEDULING:

Please put the exact time you would like to work in each of the columns.

If you wish to work with a friend/spouse, please indicate in the space below their name and contact information. **You must submit one application per person and please submit them together.** We'll do our best to accommodate your request. Also, both parties must complete this section on separate applications. I am available for all dates/times indicated. **Please schedule me with _____.**

Shifts	June 19 (8:00am-1:00am)	June 20 (8:00am-1:00am)	June 21 (8:00am-Mid-night)
8am—12pm	Pre-fest Set-up		
12pm—4pm			
4pm—8pm			
8pm—1am			Post-Fest Breakdown

HEALTH INFORMATION:

- Bee allergy? (circle)
 YES NO
- Any physical limitations/special needs:

Orientation will take place Monday, Wednesday and Friday June 1st through June 5th, 2009. Please indicate below up to 3 times that you are available for orientation. Please place a 1, 2 and 3 in order of your time preference.

	Monday, 6/1	Wednesday, 6/3	Friday, 6/5
Morning (10am- 11am)			
Afternoon (2pm-3pm)			
Evening (6pm-7pm)			

OFFICIAL USE: New Volunteer Returning Volunteer

Contacted _____ Orientation Date _____