



# West Oak Lane Jazz and Arts Festival - June 17-19, 2011

## VOLUNTEER APPLICATION

DUE DATE: MAY 23, 2011

### 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 music exhibitors and 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

<b>EMERGENCY CONTACT</b>		
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 2011 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 2011 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 Tara L. Johnson, WOLJAF Festival Volunteer Coordinator, OARC 1536 Haines Street Philadelphia, PA 19126. Applications can be downloaded at [www.westoaklanefestival.com](http://www.westoaklanefestival.com) or pick up at 1536 Haines Street. For any questions please contact Tara L. Johnson at 215-754-0016 or [tjohnson@oarcphilly.org](mailto:tjohnson@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 volunteers.

	<b>Daily Set-up:</b> Setting up chairs; barricades		<b>Pre-Fest Set-up:</b> Setting up chairs; barricades; tables
	<b>Greeters:</b> Greet attendees; answer questions; handout brochures		<b>Supply Team/Runners:</b> Deliver water, ice etc. to different locations
	<b>Information Booth:</b> Answer festival questions		<b>Post-Fest Takedown:</b> 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 17 (8:00am-1:00am)	June 18 (8:00am-1:00am)	June 19 (8:00am-Mid-night)	<b>HEALTH INFORMATION:</b> 1. Bee allergy? (circle) YES NO 2. Any physical limitations/special needs:
8am—12pm	Pre-fest Set-up			
12pm—4pm				
4pm—8pm				
8pm—1am			Post-Fest Breakdown	

**Orientation will take place Monday, Wednesday and Friday May 30th through June 3rd, 2011.  
 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, 05/30	Wednesday, 6/1	Friday, 6/3
Morning (10am– 11am)			
Afternoon (2pm-3pm)			
Evening (6pm-7pm)			

**OFFICIAL USE:**  New Volunteer  Returning Volunteer

Contacted \_\_\_\_\_ Orientation Date \_\_\_\_\_