

**Molson Canadian Nova Scotia Music Week
Volunteer Application 2011**

Name:

--

Contact Information:

(Please check your preferred method of contact, although you may fill out all fields.)

Street Address <small>City, Province, Postal Code</small>			
Phone Number	<input type="checkbox"/> Daytime	<input type="checkbox"/> Evening	<input type="checkbox"/> Cell
E-mail	<input type="checkbox"/>		

Interests:

(Please indicate which area(s) you are interested in volunteering for – by department and/or by task.)

<input type="checkbox"/> Venues/Showcases: <input type="checkbox"/> Ticket Person/Door Support <input type="checkbox"/> Merchandise Person <input type="checkbox"/> Runner <input type="checkbox"/> Late night support/ pass- checker <input type="checkbox"/> Loader/Set-up	<input type="checkbox"/> Operations Support: <input type="checkbox"/> Set up/Tear down <input type="checkbox"/> Delegate Bag Assembly <input type="checkbox"/> Runner
<input type="checkbox"/> Education Conference Support <input type="checkbox"/> Greeting <input type="checkbox"/> Running <input type="checkbox"/> Conference Session Room Support	<input type="checkbox"/> Gala Awards Event: <input type="checkbox"/> Loader/Set-up <input type="checkbox"/> Greeter/Seater <input type="checkbox"/> Ticket Person/Door Support
<input type="checkbox"/> Songs and Stories <input type="checkbox"/> Loader/Set-up <input type="checkbox"/> Greeter/Seater <input type="checkbox"/> Ticket Person/Door Support	<input type="checkbox"/> Awards Brunch: <input type="checkbox"/> Loader/Set-up <input type="checkbox"/> Greeter/Seater <input type="checkbox"/> Runner
<input type="checkbox"/> Opening Reception: <input type="checkbox"/> Loader/Set-up <input type="checkbox"/> Greeter/Seater <input type="checkbox"/> Runner	<input type="checkbox"/> Closing Party: <input type="checkbox"/> Loader/Set-up <input type="checkbox"/> Greeter/Seater <input type="checkbox"/> Runner
<input type="checkbox"/> Transportation/Drivers	

Availability:

(Please use specific times - i.e. if you work until 5pm but won't be able to arrive before 6pm please indicate 6pm start time.)

Day	Thursday Nov 3	Friday Nov 4	Saturday Nov 5	Sunday Nov 6	N/A
Time/s					

Molson Canadian Nova Scotia Music Week

Volunteer Application 2011

What is the maximum number of shifts that you would prefer to be scheduled for during the NSMW 2011? <small>(Keep in mind shifts are generally 4-6 hours long.)</small>		<input type="checkbox"/> No Preference
Can we schedule you to work a late night shift (10 pm to past midnight)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Notes about your Availability:		

About You:

Have you previously volunteered with Music Nova Scotia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you volunteered with another organization(s)? <small>(If 'yes,' please indicate which organization(s))</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you 19 years of age or older? <small>(If 'No,' please indicate the date that you will turn 19)</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you willing / able to lift heavy objects (over 23kg/ 50 lbs)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please Indicate which languages you speak:	English <input type="checkbox"/>	French <input type="checkbox"/>	Other: <input type="checkbox"/> <small>*please Indicate</small>
Are you computer proficient? (If 'yes,' please indicate the appropriate operating system)	<input type="checkbox"/> Mac	<input type="checkbox"/> PC	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate your computer skills and working software knowledge:			
Please indicate your customer service related skills / experience:			
Please indicate any technical training / experience (i.e, sound, lighting, etc.):			
Please indicate any other special skills, qualifications or anything else about yourself:			

Emergency Contact Info:

Name	Phone Number	Relationship to you
------	--------------	---------------------

References (for new volunteers only):

(Please include two references)

Name		
Company Name		
Phone		

Molson Canadian Nova Scotia Music Week

Volunteer Application 2011

E-mail		
Relationship		

Uniform Sizing:

*please indicate your T-shirt preference (men's sizing).

Size →	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large	<input type="checkbox"/> X-Large	<input type="checkbox"/> XX-Large
--------	--------------------------------	---------------------------------	--------------------------------	----------------------------------	-----------------------------------

Important Notes:

- 1) All volunteer positions play a very important role in NSMW's success. We will make every effort to accommodate your position preferences; however, this may not always be possible. Due to the hectic and unpredictable nature of the event, volunteers may be asked to change posted positions or take on different responsibilities. We apologize for any inconvenience this may cause and thank you for your understanding.

Music Nova Scotia Volunteer Policies:

NSMW's success stems largely from the positive, professional, and fun image that it portrays to the public. Our staff and volunteers are our greatest asset, therefore it is important to remember that as a volunteer you are representing Music Nova Scotia. The following policies should be read, understood, and adhered to when volunteering:

- 1) Volunteer t-shirts and identification badges must be worn when on duty, and taken off when off-duty. Volunteers should maintain a neat, tidy, and clean appearance.
- 2) Please contact the volunteer coordinator(s) if you will be late or unable to make a shift, (as soon as possible). If more than two scheduled shifts are missed during the weekend, volunteer benefits will be revoked and the volunteer asked to leave their position with NSMW.
- 3) Volunteers should be polite, courteous and respectful at all times – this includes with the general public, Festival staff, delegates and other volunteers.
- 4) Volunteers should never use volunteering as an opportunity to pitch music or ideas to industry delegates, etc.
- 5) Should a volunteer feel uncomfortable at any time, or have any other questions or concerns they are encouraged to talk to the Volunteer Coordinators, Volunteer Leaders or Staff Member in charge.

NSMW Volunteer Benefits:

Volunteering at any NSMW event can accumulate hours required to earn benefits; however, a minimum of 6 hours must be completed.

Crew (Casual Volunteers with 6+ accumulated hours)
<ul style="list-style-type: none">• NSMW Volunteer Badge;• Volunteer T-Shirt ;• An invitation to the Post Gala Party on Sunday Nov 6th at the Rodd Grand.

Volunteer Application 2011

Acknowledgement of Information Provided:

I verify that the information I have provided is accurate and true. I have read and understand the Music Nova Scotia Volunteer Policies, Benefit System and important notes.

I understand that to ensure the safety of the Music Nova Scotia delegates, staff, and volunteers I may be asked to undergo or provide a police records check.

I understand that the Music Nova Scotia has a screening process and I may not be offered a volunteer role.

I understand that the information collected by Music Nova Scotia will be kept confidential and will in no way be shared or sold to any third parties.

I acknowledge that there are inherent risks and dangers associated with volunteering for the Music Nova Scotia. I (hereby for myself, my heirs, executors and administrators) hereby waive and release any and all rights and claims for damages I may have against the Music Nova Scotia (including sponsors, other volunteers, participants, their representatives, successors, and assigns) for all injuries suffered by me during said event and all associated events (including pre-festival prep, galas, receptions, parties, and screenings).

I grant the Music Nova Scotia and its sponsors and licensees, the exclusive right to use my voice, name, and/or likeness in any broadcast, telecast, advertising, promotion or other account of this event. I further attest that to the best of my knowledge, I am not suffering from any condition, which would prevent and/or render me unfit to work as a volunteer for this event.

***If this document was filled online, I have typed my full legal name in both the printed name and signature areas, as well as checked the authentication box next to signature.

Volunteer Full Name (printed)	
Volunteer Signature	<input type="checkbox"/>
Date	

Thank You for completing this application form and your interest in volunteering with us!

Please review your application form to ensure you have provided us with the information requested. You may submit your form in several ways:

1. Save this application as a document and email to Marc-Antoine Robertson at: volunteer@musicnovascotia.ca or call 902-423-6271, ext 9.
2. Print and mail or drop off the completed application to the Music Nova Scotia Office: 5516 Spring Garden Road, Suite 302, Halifax, Nova Scotia, B3J 1G6
3. Print and fax the completed application to Music Nova Scotia. The fax number is 902-423-8841

A volunteer coordinator will review your application and contact you.