



The Strand Center for the Arts  
23-25 Brinkerhoff St.  
Plattsburgh, NY 12901  
518-563-1604 Ext.105  
Dana McLaughlin  
volunteer@strandcenter.org

## Be a Volunteer Today!

Thank you for your interest in volunteering at The Strand Center for the Arts (SCA). Our accomplishments are made possible through the hard work and generosity of our volunteers.

Below you will find a brief application. Please fill it out and return it to The Strand Center for the Arts, 23 Brinkerhoff Street, Plattsburgh, NY 12901. Upon receipt, SCA staff will review your application. Should we feel that you are a good fit for our organization, we will contact you to schedule a volunteer orientation.

Thank you, again, for your interest in the SCA! Be Creative!

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you under the age of 18? \_\_\_\_\_

Please tell us what you are interested in doing.

### **Communications and Marketing**

\_\_\_\_\_ Distribution of Invitations/Flyers, Advertisements, Programs

\_\_\_\_\_ Website/Social Media Development

\_\_\_\_\_ Graphic Design

\_\_\_\_\_ Writing Press Releases

\_\_\_\_\_ Photography

### **Special Events (Performances at the Strand, Gallery Openings, Fundraisers, etc.)**

\_\_\_\_\_ Set up/Clean-up

\_\_\_\_\_ Food Preparation

\_\_\_\_\_ Serving/Catering

\_\_\_\_\_ Ushering/Greeting

\_\_\_\_\_ Ticketing

## **Gallery Exhibitions**

\_\_\_\_\_ Receiving                      \_\_\_\_\_ Hanging                      \_\_\_\_\_ Numbering/Verifying  
\_\_\_\_\_ Sales                              \_\_\_\_\_ Photography                      \_\_\_\_\_ Take-Down  
\_\_\_\_\_ Distribution of Invitations/Flyers, Advertisements, Programs

## **Classes**

\_\_\_\_\_ Assist Teachers                      \_\_\_\_\_ Set-up/Clean-up

## **General Office**

\_\_\_\_\_ Gallery Front Desk Reception                      \_\_\_\_\_ Mailings: Folding, Labeling  
\_\_\_\_\_ General Sorting and Organization of Materials

## **Maintenance**

\_\_\_\_\_ Cleaning                              \_\_\_\_\_ Weekly Recycling                      \_\_\_\_\_ Painting  
\_\_\_\_\_ Electrical                              \_\_\_\_\_ Masonry                              \_\_\_\_\_ Outside Landscaping

*\*Please note that helping with some maintenance volunteer tasks requires proof of licensure (i.e. electrical, masonry)*

## **What is Your Availability?**

\_\_\_\_\_ Monday, hours available \_\_\_\_\_  
\_\_\_\_\_ Tuesday, hours available \_\_\_\_\_  
\_\_\_\_\_ Wednesday, hours available \_\_\_\_\_  
\_\_\_\_\_ Thursday, hours available \_\_\_\_\_  
\_\_\_\_\_ Friday, hours available \_\_\_\_\_  
\_\_\_\_\_ Saturday, hours available \_\_\_\_\_  
\_\_\_\_\_ Sunday, hours available \_\_\_\_\_

## **What time of year are you available?**

\_\_\_\_\_ January-June                      \_\_\_\_\_ June-December                      \_\_\_\_\_ All Year

## **What type of volunteer opportunity do you prefer?**

\_\_\_\_\_ Individual Work                      \_\_\_\_\_ Group Work

If you are planning to volunteer for any of our Children programs please list the names and phone numbers of three character and/or professional references that we can contact.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



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### Signature and Release:

Please read the below statement carefully, initialing each line. At the bottom of the statement, please print, sign and date the document. Thank you.

\_\_\_\_\_ I attest to the accuracy and truth of the above information. I understand that any false statements and/or omissions, should I receive an invitation to volunteer at the Strand Center for the Arts (SCA), will result in my immediate termination as a volunteer.

\_\_\_\_\_ I hereby give my permission for the SCA, its representatives, staff and/or volunteers to contact the personal and/or professional references I have listed in this document.

\_\_\_\_\_ I understand that the completion of this volunteer application does not mean that I will receive an offer to participate in volunteer activities at the SCA. Furthermore, should I not receive an offer to volunteer, I will in no way hold the SCA, its representatives, staff or volunteers liable.

\_\_\_\_\_ If an offer to volunteer at the SCA is presented to me, I understand that I must attend the volunteer orientation and I must adhere to the policies and procedures of the SCA. Furthermore, I understand that my status as a SCA volunteer may be terminated at any time, should the SCA, its representatives, staff and/or volunteers feel the arrangement is not of benefit to the SCA or its patrons.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Sign Name

\_\_\_\_\_  
Date

Return to: The Strand Center for the Arts  
23 Brinkerhoff Street  
Plattsburgh, New York 12901