

Atlantic Film Festival Association Volunteer Application Form

Please submit completed form to:

Atlantic Film Festival Association
220-5600 Sackville Street
Halifax, NS B3J 1L2
Fax: 902.422.4006 Phone: 902.422.FILM (3456)
E-mail: volunteer@atlanticfilm.com

First Name: _____ **Last Name:** _____
Street Address: _____
City: _____ **Province:** _____
Postal Code: _____ **Cell Phone:** _____
Daytime Phone: _____ **Evening Phone:** _____
E-mail: _____

What method do you prefer we use to get in touch with you?

Daytime Phone Evening Phone Cell Phone E-Mail

Emergency Contact Info:

Emergency Contact Name: _____
Emergency Contact Number: _____

Which of the following AFFA events are you interested in volunteering for?

- ViewFinders: International Film Festival for Youth (April)
- alfresco filmFesto (July, August)
- Atlantic Film Festival (September)
- Strategic Partners (September)
- Inspired Program (September)

Have you previously volunteered with the Atlantic Film Festival Association (AFFA)?

Yes, Years: _____ No

Do you have previous volunteer experience with another organization(s)?

Yes No

**If 'Yes,' please provide name of organization(s): _____

Please indicate the name, company name, phone number and e-mail (if applicable) of two references:

<u>Reference #1</u>	<u>Reference #2</u>
Name: _____	Name: _____
Company Name: _____	Company Name: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

How did you hear about volunteering with the Atlantic Film Festival Association?

<input type="checkbox"/> AFFA website _____	<input type="checkbox"/> AFFA Event _____
<input type="checkbox"/> Another AFFA Volunteer _____	<input type="checkbox"/> Radio Station _____
<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> Television Station _____
<input type="checkbox"/> Other website _____	<input type="checkbox"/> Other: _____

Skills & Preferences

- Are you 19 years of age or over? Yes No
- Do you have a valid driver's license? Yes No
- Are you willing / able to lift heavy objects (over 23 kg/ 50 lbs)? Yes No
- Are you Mac computer proficient? Yes No
- What languages do you speak? English French Other: _____

Please indicate your computer skills and working software knowledge (i.e. Microsoft Office, FileMaker Pro, data entry, etc): _____

Please indicate your customer service related skills / experience: _____

Please indicate any technical training / experience (i.e. staging, sound, lighting, etc): _____

Please indicate times that you are able to volunteer:

Please be as accurate as possible, using specific times — (i.e. if you work until 5pm but won't be able to change / eat / arrive before 6pm then you will indicate availability as 6pm – 12pm.)

Day →	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time →							

Would you be willing to work a late night shift? (i.e. after 10pm to past midnight): Yes No

Please indicate the maximum number of shifts that you would prefer to be scheduled for in a given week (keep in mind shifts are generally 4 hours in length):

- 1 2 3 4 5 5+ No preference

Additional notes about your availability: _____

Please indicate which departments you would be interested in volunteering for:

- Office Admin / Data Entry
- Box Office / Screenings
- alFresco filmFesto
- Strategic Partners
- Special Events
- Transportation

Please indicate your t-shirt size (men's sizing):

- Small Medium Large X-Large XX-Large

For Office Use:

Atlantic Film Festival Association Volunteer Policies

The Atlantic Film Festival'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 the Atlantic Film Festival Association. The following policies should be adhered to at all times 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 coordinators if you will be late or unable to make a shift, (as soon as possible). If more than two shifts are missed, (without what the Volunteer Coordinators deem 'just-cause'), volunteer benefits will be revoked and the volunteer kindly asked to leave their position with the Festival.
- 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 script or story ideas to industry delegates, etc.
- 5) Should a volunteer feel uncomfortable at any time, or have any other questions or concerns they are always more than welcome to talk to the Volunteer Coordinators, Volunteer Leaders or Staff Member in charge.

AFFA Privacy Policy: Volunteer's Personal information will not be shared, traded or sold outside of the Atlantic Film Festival Association and will be used for the sole purpose of contacting individuals for shifts or updates.

Atlantic Film Festival Association Volunteer Benefits

Volunteer benefits are determined by the number of hours a volunteer acquires volunteering for the AFFA. Hours can be accumulated by volunteering at any AFFA event; however, a minimum of 12 total accumulated hours (with a minimum of 50% from the Atlantic Film Festival) must be completed.

Crew (Casual Volunteers with 12-28 accumulated hours)

- Atlantic Film Festival Identification Badge
- Volunteer T-Shirt
- An invitation to the Staff and Volunteer 'Wrap Party' on October 2nd, 2008.
- Two tickets to a regular screening during the festival (not including sold out, galas or special presentations)
- A punch card that is good for five 'Rush Seating' screenings

Cast (Ol' Reliable Volunteers with 29+ accumulated hours)

- Atlantic Film Festival Identification Badge
- Volunteer T-Shirt
- An invitation to the Staff and Volunteer 'Wrap Party' in October
- Access to Daytime Industry Screenings
- Four tickets to a regular screening during the festival (not including sold out, galas or special presentations)
- Rush Seating for all regular screenings
- Access to Music Showcases at the Marquee
- Access to Inspired Industry Sessions (excluding sold out)

****To Attend screenings, volunteers must arrive 15 minutes prior to the film's start time (when rush tickets are released). You will not be permitted entrance to the theatre without presenting your Volunteer Identification Badge, (and your punch card if applicable).*