

Atlantic Film Festival Association Volunteer Application 2009

Name:

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Contact Information: (if changed) *please check your preferred method of contact

Street Address City, Province, Postal Code			
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"/> Operations: <input type="checkbox"/> Delegate Bag Assembly <input type="checkbox"/> Industry Centre Assistant <input type="checkbox"/> Hospitality Suite Assistant <input type="checkbox"/> Airport Kiosk Attendant <input type="checkbox"/> Setup / Tear Down	<input type="checkbox"/> Box Office / Screening: <input type="checkbox"/> Ticket Takers / Scanners <input type="checkbox"/> Crowd Control <input type="checkbox"/> Greeters / Ushers	<input type="checkbox"/> Special Events: <input type="checkbox"/> Front of House <input type="checkbox"/> Production Assistant <input type="checkbox"/> Security <input type="checkbox"/> Golf Tournament <input type="checkbox"/> Linda Joy Brunch <input type="checkbox"/> Sound / Lighting Tech
<input type="checkbox"/> Marketing & Communications: <input type="checkbox"/> Guide Distribution <input type="checkbox"/> Postering <input type="checkbox"/> Media Centre Assistant	<input type="checkbox"/> Inspired/Music & Image: <input type="checkbox"/> Ticket Takers <input type="checkbox"/> Presenter's Assistant	<input type="checkbox"/> Transportation: <input type="checkbox"/> Dispatch <input type="checkbox"/> Drivers
<input type="checkbox"/> Strategic Partners: <input type="checkbox"/> Badge Checkers / Greeters <input type="checkbox"/> Registration	<input type="checkbox"/> Office / Administration: <input type="checkbox"/> Office Support (on-going) <input type="checkbox"/> Reception / Office Support (Festival)	<input type="checkbox"/> Volunteer Leader

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 September 17	Friday September 18	Saturday September 19	Sunday September 20	Monday September 21	Tuesday September 22
Time						
Day	Wednesday September 23	Thursday September 24	Friday September 25	Saturday September 26		
Time						
What is the maximum number of shifts that you would prefer to be scheduled for during the Atlantic Film Festival 2009? <small>*keep in mind shifts are generally 4 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: *If you are available to volunteer leading up to the Festival please indicate when you are free						

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About You:

Have you previously volunteered with the Atlantic Film Festival Association?				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: <small>*please Indicate</small>	
Are you computer proficient? <small>*if 'yes,' please circle appropriate operating system</small>			<input type="checkbox"/> Mac	<input type="checkbox"/> PC	Yes <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
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References: (for new volunteers only)

*please include two references

Name		
Company Name		
Phone		
E-mail		
Relationship		

Background Checks: For the safety of all we are now requiring all AFFA volunteers over 18 years of age to obtain a background check from the Halifax Regional Police. We will cover the cost of this document for any returning AFF volunteers and the document can be used for volunteering with other organizations.

I already have a valid Background Check from the Halifax Regional Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am a returning volunteer and will obtain a Background Check through the AFFA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am a new volunteer and will obtain a Background Check through the Halifax Regional Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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
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Important Notes:

- 1) All volunteer positions play an important role in Festival 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 Festival, 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.
- 2) Metro Transit has generously provided volunteers of the Festival with complementary travel when they show their official 29th Atlantic Film Festival Badge. Travel is available on conventional route transit during non-peak hours (between 10am – 3pm and after 6pm weekdays). The conventional route bus system includes the harbour ferries but excludes MetroLink & Access-A-Bus service.
- 3) 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 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 read, understood, and adhered to when volunteering:

- 1) All volunteers must have a valid police background check.
- 2) 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.
- 3) 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, volunteer benefits will be revoked and the volunteer asked to leave their position with the Festival.
- 4) Volunteers should be polite, courteous and respectful at all times – this includes with the general public, Festival staff, delegates and other volunteers.
- 5) Volunteers should never use volunteering as an opportunity to pitch script or story ideas to industry delegates, etc.
- 6) 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.

Atlantic Film Festival Association Volunteer Benefits:

Volunteering at any AFFA event can accumulate hours; however, a minimum of 12 hours (with a minimum of 50% from the Atlantic Film Festival) must be completed.

Crew (Casual Volunteers with 12-28 accumulated hours)	Cast (Ol' Reliable Volunteers with 29+ accumulated hours)
<ul style="list-style-type: none"> • Atlantic Film Festival Identification Badge • Volunteer T-Shirt • An invitation to the Staff and Volunteer Wrap Party on October 3rd, 2009. • 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 	<ul style="list-style-type: none"> • All of the crew benefits plus: • 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 <u>all</u> regular screenings • Access to Music Showcases at the Paragon Theatre • Access to Inspired Industry Sessions (excluding sold out)

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Acknowledgement of Information Provided:

- I verify that the information I have provided is accurate and true. I have read and understand the Atlantic Film Festival Association (AFFA) Volunteer Policies, Benefit System and important notes.
- I understand that to ensure the safety of the Atlantic Film Festival Association (AFFA) delegates, staff, and volunteers I may be asked to undergo or provide a police records check.
- I understand that the AFFA Program has a screening process and I may not be offered a volunteer role.
- This information is collected in accordance with the Freedom of Information and Protection of Privacy Act, and I understand it will be used solely for the purposes of determining eligibility and suitability for the AFFA Volunteer Program.
- I acknowledge that there are inherent risks and dangers associated with volunteering for the Atlantic Film Festival Association. 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 Atlantic Film Festival Association (including sponsors, other volunteers, participants, HRM, their representatives, successors, and assigns) for all injuries suffered by me during said Festival and all associated events (including pre-festival prep, galas, receptions, parties, and screenings).
- I grant the Atlantic Film Festival Association 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:

- Save this application as a document and email to volunteer@atlanticfilm.com
- Print and fax the completed application form to:
Volunteer Coordinator, Atlantic Film Festival Association, 902-422-4006
- Print and mail or drop off the completed application to:
Atlantic Film Festival Association
1601 South Park Street
Halifax, NS B3J 1L2

A volunteer coordinator will review your application and contact you to schedule an interview.