



GENERAL INFORMATION

Training and orientation are provided for all positions. Shifts are usually four to five hours. Office/clerical positions are available anytime between 8:30AM—5:30PM Monday through Friday. Community Service confirmation can be provided upon request. Pledge Drive positions are available between 7:30am—Midnight seven days a week during Membership Pledge Drive dates. Please note that all positions are subject to change.

Greeter— Arrives fifteen minutes before phone bank shift begins. Greets, hosts and instructs volunteers to sign-in. Must be able to spend time alone in the Volunteer Lounge throughout the shift.

Orientation and Studio Captain—Instructs phone bank groups how to answer phones and take membership pledges. Assists studio team volunteers and acts as a liaison between studio team and phone bank volunteers.

Auditor & Processor—Proofreads, sorts and prepares membership statements. Completes statement preparation for the KVIE Premium and Mail Department.

Production Assistant—Acts as a liaison between the studio and control room during live pledge breaks. Posts run / break sheets, greets and assists the on-air Talent and prints break reports.

Teleprompter— Operates and controls the computerized script that the Talent reads on-air. Loads scripts and makes corrections as necessary.

Emergency Phone Bank—When a phone bank group cancels or cannot bring enough volunteers, these volunteers come in and fill the phone bank seats. At times very limited notice is given!

Phone Bank Groups— Group of 16 people and organization volunteers take member pledges through a simple data entry process. KVIE is always looking for energetic, fun and quick-witted groups to be a part of our membership pledge drives.

Office and Clerical Work— Monday through Friday from 8:30AM—5:30PM, volunteers help with clerical work, data entry, mailings, customer service, premium mailings and pledge drive preparation.

Special Events—Assists with set-up, decorations, serving and greeting for events through the year including the Art Auction and Wine and Jazz on the River.

Return form to:
Noelle Champagne
Volunteer Coordinator
KVIE Public Television
2595 Capitol Oaks Drive, Sacramento, CA 95833
(916) 641-3593 phone/(916) 929-7215 fax
nchampagne@kvie.org
www.kvie.org



VOLUNTEER APPLICATION FORM

Date: ____/____/____

Name: _____

Mailing Address: _____

City / State: _____

Zip Code: _____ Home Phone: _____

Cell / Other Phone: _____ Birth Date: ____/____/____

Email: _____

Present /Last Employer: _____

Position: _____ Work Phone: _____

Availability: Weekdays Weekends Evenings

Previous Volunteer Experience: _____

Education: _____

List skills (computer, foreign language, etc.) and special interests: _____

How did you become interested in volunteering for KVIE? _____

Have you volunteered for KVIE in the past? Yes No

Have you ever been employed by KVIE? Yes No

If yes, please list dates and positions: _____

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

Yes No

If yes, please state the nature of the crime(s), when and where you were convicted and the disposition of the case(s): _____

(Note: No applicant will be denied a volunteer position solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position may be considered).

Please select your position choice(s):

- | | |
|---|---|
| <input type="checkbox"/> Greeter | <input type="checkbox"/> Emergency Phone Bank |
| <input type="checkbox"/> Studio Captain | <input type="checkbox"/> Phone Bank Group |
| <input type="checkbox"/> Auditor & Processor | <input type="checkbox"/> Office / Clerical |
| <input type="checkbox"/> Production Assistant | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Teleprompter | |

Contact in case of an emergency:

(Name) (Relationship) (Phone Number)

Personal or Professional Reference:

1.) Name: _____ Daytime Phone: _____
Address: _____

Is it necessary to limit your physical activity in any way? Yes No

If yes, please list limitations: _____

If under the age of 18 please complete the following:

Age: _____ Parent's Name: _____

Parent's Daytime Phone Number: _____

Name of School: _____

Graduation Year: _____ Current Grade: 9 10 11 12

I would like to volunteer: Summers Only Only for a School Project

All Year (*circle one*): Evening Weekends Weekdays

The following information is used only to determine diversification of KVIE volunteers and will be kept confidential. Completion in all or part of this section is entirely optional. Please check the appropriate classifications for you.

Do you consider yourself to be:

- African American
- Asian American or Pacific Islander
- Caucasian
- Middle Eastern
- Native American
- Latino
- Multi-Cultural
- Other

Male Female

Physically or Developmentally Challenged

Comments / Notes:

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