

♥STAFF USE ONLY

Date Received/ Confirmation Emailed	Date Orientation Completed	Date Background Check Submitted	Date Background Check Passed



VOLUNTEER APPLICATION
Fill out completely. Please type or print.

Date	
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♥CONTACT INFORMATION

Date of Birth	
Name (First, Last)	
Mailing Address 1 (Street)	
Mailing Address 2 (City, State, Zip Code)	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Home Number	
Work Number	
Mobile Number	
Email Address	

♥VOLUNTEERING WITH US

All volunteers will automatically receive emails about upcoming opportunities for our summer camping programs (Camp Pacific Heartland/Camp Hollywood HEART), field trips, events/fundraising, PR/marketing, and office work.

If you are also interested in volunteering for Movie Team, please indicate below.

The Movie Team	<input type="checkbox"/> No	<input type="checkbox"/> Yes (If yes, please complete below.)
Skills (Check off all skills you feel comfortable performing.)	<input type="checkbox"/> Acting	<input type="checkbox"/> Make-Up
	<input type="checkbox"/> Art Department	<input type="checkbox"/> Photography
	<input type="checkbox"/> Assistant Director	<input type="checkbox"/> Production Assistant
	<input type="checkbox"/> Camera	<input type="checkbox"/> Scriptwriting
	<input type="checkbox"/> Craft Services	<input type="checkbox"/> Script Supervising
	<input type="checkbox"/> Directing	<input type="checkbox"/> Sound
	<input type="checkbox"/> Editing	<input type="checkbox"/> Wardrobe
	<input type="checkbox"/> Grip/Gaffer	<input type="checkbox"/> Other
	<input type="checkbox"/> Hair	

♥HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Individual	<input type="checkbox"/> Media	<input type="checkbox"/> Company/Organization	<input type="checkbox"/> Web	<input type="checkbox"/> Other
Please name source.				

♥CURRENT EMPLOYER

Company Name	
Start Date	
Title/Position	
Duties/Responsibilities	

♥SKILLS/TRAINING/EXPERIENCE

Education	
Child Care	
Film/Television - Technical or Creative Arts	
Visual Arts/Graphic Design/Photography	
Languages Spoken (In addition to English)	
Office/Computer	
PR/Publicity/Copy	
Website	

♥OTHER VOLUNTEER WORK

What other organizations have you volunteered for and in what capacity?	
Organization 1	
Organization 2	

♥EMERGENCY CONTACT INFORMATION

Name (First, Last)	
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Relationship	
Home Number	
Work Number	
Cell Number	

♥BACKGROUND CHECK

Upon signing up for your first volunteer event involving kids/teens, you will be asked to complete a background check via the internet. Please complete below to authorize this.

Volunteer Applicant Release and Authorization	
I hereby authorize Hollywood HEART, or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background for employment or volunteer purposes. I hereby fully release and discharge my prospective employer or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.	
Signature (Actual/ graphic signature)	
Name (First, Last/Printed)	

♥VOLUNTEER POLICIES

Please read the volunteer policies on the third page and answer below.

1. Always follow "three's company" - never be alone with a participant. Instead invite another participant or adult to come with you. For example, if a participant asks you to go with him or her to grab a snack, ask someone else to join you. This rule is for your protection and the protection of our participants.
2. Please dress appropriately - remember you will be around children and teens. Also, please wear closed-toe shoes.
3. Act appropriately. Remember this is a kid-centered environment (avoid foul language, inappropriate displays of affection, constant use of your cell phone, smoking, etc.).
4. The best attitude to have is that of a camp counselor. Have fun, get the job done, and be helpful. If you find yourself idle please feel free ask what you can do to be of assistance. But due to the nature of our programming there may be periods where there is a lull in the activities.
5. Please do not ask participants personal questions (self, family, friends, and school) as participants may not want to open up about their difficulties. However, if a participant talks to you about personal issues, it is fine to listen.
6. While working with us, you may learn certain facts or other information about clients, staff, and other volunteers that is of a highly personal and confidential nature. Please be respectful of this and do not disclose any confidential information (except as stated below).
7. If a participant brings up issues about abuse or neglect you must report it to a staff member.
8. Do not solicit participant contact information. If a participant wants to remain in contact with you, she or he must make the initial contact. So while you cannot take their email address, phone number, or MySpace you may give them yours if requested.
9. If there are any disciplinary issues with the kids, please notify a staff member.

10. Remember that this is a process driven program ...while the end result does matter, what matters more is that the kids grow and have fun!

Have you reviewed the above policies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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♥NOW WHAT?

Please submit your completed application as soon as possible using the options below. You will be contacted once your application is received so that we can set-up a volunteer orientation.

By Mail	By Fax	By Email
Hollywood HEART 3310 W. Vanowen Street Burbank, CA 91505	818.260.0399 (Please include a cover sheet to Hollywood HEART)	info@hollywoodheart.org

Thank you for your interest in working with Hollywood HEART!