



# VOLUNTEER APPLICATION

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

Employer: \_\_\_\_\_

Preferred Contact Address  Business  Home

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Preferred Contact Email  Business  Personal \_\_\_\_\_

Preferred Phone 1  Business  Home  Mobile \_\_\_\_\_

Preferred Phone 2  Business  Home  Mobile \_\_\_\_\_



May we correspond with your employer regarding your volunteer service? \_\_\_\_\_

If yes, with whom should we speak? (name & phone number) \_\_\_\_\_

Have you ever been trained as a Business Volunteer for the Arts, in Sacramento or anywhere else? \_\_\_\_\_

Please list any previous involvement with nonprofit organizations including paid employment, volunteer work or board membership: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your previous involvement or interest in the arts including membership in organizations, academic studies or personal artistic activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### How did you hear about BVA?

- A&BC e-Newsletter
- Another arts organization \_\_\_\_\_
- [www.sacabc.org](http://www.sacabc.org)
- A&BC board member
- SMAC
- Other \_\_\_\_\_

### ARTS & BUSINESS COUNCIL OF SACRAMENTO

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Please select your areas of business expertise by marking the following categories.  
Choosing a category indicates your willingness and ability to provide that service to an arts client.

### COMMUNICATIONS

- Copywriting
- Develop brochure/general information piece
- Graphic design

### COMPUTER/INFORMATION TECHNOLOGY

- Needs assessment of management information systems
- Systems design/networking
- Web design

### DEVELOPMENT/FUNDRAISING

- Analyze community support potential
- Design income-producing activities
- Develop fundraising campaign
- Develop membership campaign
- Develop sales training program
- Event planning
- Grant research
- Grant writing/applications
- Sponsorship development

### FACILITIES

- Acquisition
- Capital improvement planning
- Design
- Feasibility studies
- Historic preservations
- Property management
- Space planning
- Urban planning

### FINANCIAL ACCOUNTING AND PLANNING

- Accounting
- Budget development, planning and forecasting
- Cash flow analysis
- Cost/benefit analysis
- Financial planning
- Systems analysis/design
- Taxation

### LEGAL

- By-laws
- Contracts
- Employment
- Incorporation
- Insurance
- Taxation
- Tenancy rights/leases

### MARKETING/MARKET RESEARCH

- Develop audience survey
- Develop marketing campaign
- Planning and positioning
- Qualitative research
- Quantitative research
- Telemarketing
- Online marketing
- Email marketing

### ORGANIZATIONAL MANAGEMENT AND PERSONNEL

- Compensation and benefits
- Evaluation of administrative policies/practices
- Meeting facilitation
- Operations
- Organizational structure
- Personnel policies and procedures/employee handbook
- Planning recruitment and training programs
- Time management skills

### PUBLIC RELATIONS/ADVERTISING

- Develop media campaign
- Develop press releases
- Evaluate and revise public relations procedures

### STRATEGIC PLANNING/PROGRAM DEVELOPMENT

- Development of business plan
- Development of strategic plan
- Establishment of goals and objectives
- Evaluation of existing programs

### WORKING WITH BOARDS OF DIRECTORS

- Board assessment and development
- Board handbook
- Board retreat planning
- Improve board/staff relations

### OTHER

- Development of volunteer/intern programs
- Volunteer management
- \_\_\_\_\_
- \_\_\_\_\_