

**THE CIVIC** 2022 - 2023-VOLUNTEER FORM

The Kalamazoo Civic Theatre is actively working to eliminate any real or perceived barriers that could impact any community member's inclusion in the organization - as an audience member or as a volunteer. We at the Civic believe that this is a place where we can come together as a community and celebrate our individuality and embrace our unique talents in a safe and respectful environment.

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The purpose of this form is to help ensure your best Civic experience while outlining our expectations for all volunteers. The information you provide will be held in strictest confidence but may be compiled with like data and submitted anonymously to local foundations when applying for grant funding. Also, we will use your contact information to notify you of upcoming events and volunteer opportunities. We ask all volunteers to update this information on an annual basis. *The information contained in this document will be held as current through May 31, 2023. Please don't hesitate to let us know if updates are required before then.*

**NAME:** \_\_\_\_\_ **Pronouns** \_\_\_\_\_

**Name as you wish it to appear in print:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Employer / School Name:** \_\_\_\_\_

**Title / Grade:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Minors – Parent / Guardian Name(s):** \_\_\_\_\_

**Minors – Parent / Guardian Phone(s) / Email(s):** \_\_\_\_\_

**Minors – 2<sup>nd</sup> address (if applicable):** \_\_\_\_\_

**Emergency Contact Name & Phone:** \_\_\_\_\_

**Any pre-existing medical/physical conditions including allergies:** \_\_\_\_\_

**Do you need accommodations to participate?:** \_\_\_\_\_

**Do you have any dietary restrictions/requirements? (i.e. gluten, vegetarian lactose, etc.):** \_\_\_\_\_

I give permission for the Kalamazoo Civic Theatre to provide first aid and transport to the nearest medical facility if necessary?

CIRCLE ONE: Yes / NO / Bronson / Ascension Borgess

Permission is granted to photograph, film, sound record or videotape me during the 2022-2023 Season for promotional, educational or production purposes of The Kalamazoo Civic Theatre.

CIRCLE ONE: YES / NO

**OPTIONAL INFORMATION: PLEASE HELP US BY PROVIDING THE FOLLOWING**

*Much of our funding comes in the form of grants. Grantors require us to report on our programing as well as on the demographic information of our participants. All information is strictly confidential and reported anonymously to our funding entities.*

CULTURE/ETHNICITY (PLEASE CIRCLE ALL THAT APPLY): Black/African-American White/Caucasian  
American Indian/Alaska Native Asian Hispanic/Latino Origin Hawaiian/Pacific Islander  
2 or more Races Other \_\_\_\_\_

HOUSEHOLD INCOME (PLEASE CIRCLE): \$0-24,999 \$25,000-49,999 \$50,000-99,999 Over \$100,000

**CODE OF CONDUCT**

- I will be on time and ready to work for all volunteer activities including rehearsals and shows.
- I will not make schedule changes that alter my availability to volunteer after I have made a commitment.
- I understand that if I must alter my availability to attend the volunteer activity, the organization may replace me.
- Safety is always first. I will wear appropriate shoes and clothing for the task at hand.
- I will be respectful and kind to other fellow volunteers, staff, and crew members at all times. I will use appropriate language and behavior.
- I understand that harassment of any kind including threats of physical violence, bullying, sexual innuendos, racial slurs, etc. will not be tolerated. If harassment occurs I will immediately report this to the Production Stage Manager or Director of Volunteers.
- I understand that The Civic often has a closed rehearsal policy in effect. Only staff, cast, crew, and production team members are allowed backstage during a performance or tech rehearsal as well (exceptions may be considered on a case by case basis).
- I will not volunteer under the influence of alcohol, marijuana, or any other drug that may adversely affect my ability to participate.
- I will be respectful of all Civic property, including facilities, scripts, costumes, and props (example: no eating or smoking in costume, keep dressing rooms and rehearsal spaces clean, etc.).
- I will not illegally record copyrighted material on Civic premises.
- I will not use actions or words that may erode the communities' confidence in the Civic, its staff or volunteers as holding excellent standards in safety, education and artistic endeavors, including but not limited to slander, libel, or defamation.
- I will review all paperwork so that I am up-to-date on schedules, Civic policies and procedures, etc.
- If cast, I will not make changes to my physical appearance after I have been cast without approval from the artistic team (example: no changing hair color or cut, no new tattoos or piercings, etc.).
- I will work hard and have fun

We take this code of conduct very seriously. It is our expectation that all volunteers work in a safe, friendly and inclusive environment that is conducive to creativity. Please don't hesitate to let us know if you have any questions or concerns.

**All the information I have provided is correct to the best of my knowledge and I agree to abide by the policies and guidelines set forth. If I do not, I may be excused from volunteering at The Civic.**

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

Printed Name \_\_\_\_\_

Parent / Guardian Signature (if minor) \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

***We want to make sure your time at the Civic is meaningful, so please check the areas that are of most interest to you.***

### **VOLUNTEER OPPORTUNITIES**

- |   |   |
|---|---|
| Assistant Stage Management _____                | Play reading _____                              |
| Board of Directors _____                        | Painting _____                                  |
| Box Office _____                                | Performance _____                               |
| Committees _____                                | Props _____                                     |
| Costumes Shop _____                             | Retail _____                                    |
| Daytime Availability _____                      | Run Crew (Backstage Work) _____                 |
| Evening Availability _____                      | Set Construction _____                          |
| Dresser _____                                   | Sound _____                                     |
| Fundraising _____                               | Special Effects (pyrotechnics, fog, etc.) _____ |
| Hair / Make-Up _____                            | Stage Management _____                          |
| Hospitality (Sponsor shows, parties, etc) _____ | Strike _____                                    |
| Library (Maintain our script library) _____     | Tech Sunday Dinners (prep and service) _____    |
| Lights _____                                    | Ushering _____                                  |
| Office/ Administrative Assistance _____         |   |

**We're sincerely interested in our volunteers. If there is anything you'd like us to know, that would make your experience at the Civic better, we hope you'll share it with us below. (Examples hobbies, educational background, skills, etc.)**

**Thank you very much for taking the time to fill out this form and for sharing your talents at the Kalamazoo Civic Theatre. We cannot do it without you!!!**