



61 N. Pineapple Ave.
 Sarasota, FL 34236
 941.366.8450 ext. 243 Fax 941.955.5571

Volunteer Service Application

For All Volunteers except Ushers (Front of House)

Name:	Date:
Florida Address:	Dates: From: To:
E-mail Address:	Phone:

Out of Town Address:	Dates: From:
Phone:	To:

Please list special skills: _____

How familiar are you with Microsoft Office? _____

Number of hours available per week: _____

Days and times preferred: _____

Special physical requirements: _____

Other Volunteer Experience:

Organization	Role	Dates

Volunteer or Personal References:

Name	Phone	Relationship

Please complete reverse side

**Indicate areas of volunteer service that interest you.
Specify first (1) and second (2) choices.**

Role	Requirements	Rank
Administration <ul style="list-style-type: none"> Helping fold, address and send mailings, answer telephones and direct visitors; enter information into computer databases and other projects as needed. 	<ul style="list-style-type: none"> Varied based on project, however computer skills are preferred. 	
Library <ul style="list-style-type: none"> Catalog existing collections and newly arrived materials, use the computer database to log materials, and label and shelve or re-shelve materials. 	<ul style="list-style-type: none"> Computer literacy, particularly in the use of databases, rudimentary or better knowledge of Italian, French, and German and basic knowledge of Musical genres and composers. Must be able to pick up and carry books and other reference materials. 	
Opera Club & Hospitality <ul style="list-style-type: none"> Serve as the hospitality staff of the Opera Club and Special Events, arrange trays and tables of refreshments and check guests into events. 	<ul style="list-style-type: none"> Must be friendly with an outgoing manner, possess excellent people skills and patience, able to memorize names and faces and be neat in appearance. 	
Costume Sewing <ul style="list-style-type: none"> Assist the costume staff in building the costumes including basic hand sewing, such as buttons, hems, labels, snaps, and trim appliquéés. Volunteers also do embroidery, fringe work, and beading. 	<ul style="list-style-type: none"> Basic experience and knowledge of advanced sewing skills, ability to work independently from written instructions, able to schedule work time in advance and availability in blocks of work time several hours at a time. 	
Driver <ul style="list-style-type: none"> Meet the artists at the airport, taking the artist to the grocery store on the way to their living quarters. Drivers also provide transportation for artists to any appointments or singing engagements at outreach concerts. 	<ul style="list-style-type: none"> Ability to drive to Sarasota, St. Petersburg and Tampa Airports, able to help artist load and unload luggage from your vehicle, able to drive during evening or early morning hours. Because artists pack for three months at a time, large cars, minivans, SUV's or pickup trucks are preferred. <u>Must be able to drive to Tampa Airport.</u> 	

Thank you for your interest and support!

For office use:

Date received: _____ Referred to: _____

Interview: _____ Assigned: _____