



VALLEY HERITAGE RADIO YOUR COMMUNITY RADIO STATION

<http://www.valleyheritageradio.ca>

*Valley Heritage Radio is "The People's Voice" of The Ottawa Valley.
We serve the local community by celebrating local, Canadian, Traditional Country, Bluegrass, Fiddle and ethnic music
of The Ottawa Valley. . . and . . . a whole lot more.*

*We are a public, community owned and operated not-for-profit radio station that is flourishing
with the help of many valued volunteers.*

We encourage our volunteers to be members of Valley Heritage Radio.

Thank you for taking the time to go through this application process.

*If you have any questions feel free to speak to Station Manager or Volunteer Coordinator at 613.432.9873
or 888-532-9870*

VOLUNTEER APPLICATION FORM

Name: _

Address: _

Home Phone: _

Cell Phone: _

Email: _

Employment Status (stay at home, employed, retired, other):

Previous Volunteer Experience and Community Affiliations

Organization	City	Position
1_		
2_		

Personal References (Community Member/Non-family member)

1. Name _	Relationship _	Phone _
2. Name _	Relationship _	Phone _

*We reserve the right to request a police check at any time.
You will be asked to sign an agreement of confidentiality.*

I authorize Valley Heritage Radio to investigate all statements herein, and to contact references. I release Valley Heritage Radio, and all others from liability in connection with the same. I understand that untrue, misleading, or omitted information herein may result in the cancellation of the volunteer relationship, regardless of the time of discovery.

Signature _____ Date _____

Application Received by _____ Date _____

SKILLS & TALENT INVENTORY

Name _____ Date_____.

Align your skills with our volunteer needs!

*Please indicate the areas in which you are able and willing to volunteer,
And work with station staff.
You may choose more than one area.*

- Board and Committee** Volunteer Board of Directors or committees such as Events, Finance, and Programming etc.
- Building/Yard Maintenance** - Repair and/or maintain our premises. General cleaning and maintenance inside and out.
- Promotions** - at local fairs, special events and fundraisers. Assist in set up and tear down of displays.
- Food preparation** - for special events.
- Radio Bingo** participation - Administrative help, etc.and Bingo calling.
- Radio Disc Jockey** - various shifts.
- Administration** - Data input, mass mailings, fundraising, computer care, desk-top publishing, web site maintenance
- Radio Technician** - technical knowledge of radio towers/equipment and troubleshooting.
- Computer, technical** - maintenance and troubleshooting of computer hardware and software.
- News** - Reporters to cover events in the valley and put together news stories.
- Writers** - Create innovative and persuasive radio scripts.
- Producers** - Produce commercials, promotions and station campaigns.
- On-Air Coordinators** - ensuring assigned features/shows are downloaded, uploaded and produced to air.
- Music Librarian** - Maintain and update the station's music library.

Your Comments - Please name skills or hobbies that you are willing to share.

Available Hours (Simply decline if you are unavailable when called).

Monday: Morning_ Afternoon_ Evening_ **Tuesday:** Morning_ Afternoon_ Evening_
Wednesday: Morning_ Afternoon_ Evening_ **Thursday:** Morning_ Afternoon_ Evening_
Friday: Morning_ Afternoon_ Evening_ **Saturday:** Morning_ Afternoon_ Evening_
Sunday: Morning_ Afternoon_ Evening_ .

Availability: Daily_ Weekly_ As Needed_ Other:

Email this in by clicking on the send icon in Adobe Reader send to info@valleyheritageradio.ca Thank you