



# SWEETWATER CENTER FOR THE ARTS

## Volunteer Application

### Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	
Student-Name of School	
Grade/Year	

### Availability

During which hours are you available for volunteer assignments?

- Weekday mornings  
 Weekday afternoons  
 Weekday evenings

- Weekend mornings  
 Weekend afternoons  
 Weekend evenings

List specific times and/or days:

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### Interests

Tell us in which areas you are interested in volunteering (volunteers can \$4/hour towards most Sweetwater classes, events and studio time):

**Administration:** assist with mailings and other administrative tasks.

**Classroom Aide:** (Age 14 or older): assist with preschool and children's classes and summer camps.

In order to be a classroom aide (**Effective July 1, 2015**):

- If you are Age 18 or older clearances are needed if you **work directly with children– must be current (within the last 3 years)**.
  1. ACT 34 Pennsylvania State Police Criminal Record Check  
<https://epatch.state.pa.us>
  2. ACT 114 FBI Criminal Record History Background Check (fingerprint)  
[www.pa.cogentid.com](http://www.pa.cogentid.com)  
To complete process, take form and government issued photo ID (valid driver's license) to fingerprint site. Local-UPS store in Moon Plaza, 5900 University Blvd., Moon Township, PA 15108 Hours: Monday-Friday; 11:00 a.m.-4:00 p.m.

3. ACT 151 Pennsylvania Child Abuse History Clearance  
<https://www.compass.state.pa.us/cwis/public.home>

**IMPORTANT:** Sweetwater does not pay for clearances because they belong to you and can be used to volunteer elsewhere.

\_\_\_\_\_ **Event Support:** (Sweet Jazz evenings, Holiday MART and exhibition receptions):  
 Examples of duties for events include: hostess/greeter, bartender, membership and evaluation table, food preparation, set-up, all volunteers are expected to help with cleanup.

\_\_\_\_\_ **Distribution:** catalogs, posters, post cards, etc.

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

### Previous Volunteer Experience

Summarize your previous volunteer experience.

### Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
Mobile Phone	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## Our Policy

It is the policy of Sweetwater Center for the Arts provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

If you should have questions, please contact:

Julie Domineck, Administrative and Outreach Coordinator  
Sweetwater Center for the Arts  
200 Broad Street  
Sewickley, PA 15143  
412.741.4405  
[jdomineck@sweetwaterartcenter.org](mailto:jdomineck@sweetwaterartcenter.org)