



Sweetwater® Center for the Arts

Where Creativity Flows

Sweetwater Center for the Arts (SCA) 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

Weekend mornings

Weekday afternoons

Weekend afternoons

Weekday evenings

Weekend evenings

List specific times or days:

Interests

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

Administration: assist with mailings, data entry and other administrative tasks

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

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

Clean up ONLY: Volunteers may also choose to volunteer for clean up ONLY

Distribution: catalogs, posters, post cards, etc.

Committees: Event Tasks (i.e., event decoration; storage organization)



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* Volunteers may apply earned hours to up to 50% of the total cost of any class (i.e., if a class costs \$200 and the volunteer has accrued \$300 earned hours, the volunteer may only apply \$100 to the class. The remaining accrued hours may be carried over to apply to other classes.)

SCA policy requires all volunteers (Ages 18 or older) to have all three background checks completed

- Clearances that have been obtained in PA within the past 60 months (5 years) are acceptable and considered current.
- Clearances obtained for employment purposes are acceptable for volunteer purposes
 1. ACT 34 Pennsylvania State Police Criminal Record Check
<https://epatch.state.pa.us>
Cost: \$00.00
 2. ACT 151 Pennsylvania Child Abuse History Clearance
<https://www.compass.state.pa.us/cwis/public/home>
Cost: \$00.00
 3. ACT 114 FBI Criminal Record History Background Check (fingerprint)
www.pa.cogentid.com/index
Cost: \$25.75 (through Department of Human Services)

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.

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

- All documents must be completed and submitted to SCA before you can schedule your first volunteer assignment. A copy of all confidential documents will be maintained in binder in the SCA office.

If SCA has high school or college students (age 18 or older) who volunteer to teach class as part of school projects, they will be required to have clearances as well.

High school students under age 18 need to be accompanied by an adult, who has current clearances, at all times.

SCA is aware that these requirements exceed what Pennsylvania State law mandates. However, we believe that this is the best way to ensure the safety and security of all SCA students, staff, IICs and guests.

Volunteer Obtains An Arrest Record or Convicted

If an Volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a programs, activity or service, or is named as a perpetrator in a founded or indicated report, the individual must provide the Administrative Coordinator (if not available then the ED) with written notice no later than 72 hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.



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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.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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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:

Sweetwater Center for the Arts
200 Broad Street
Sewickley, PA 15143
412.741.4405