



THE SOCIETY

of The North Port Performing Arts Center
P.O. Box 7478, North Port, FL 34290
941-426-8479

VOLUNTEER APPLICATION

DATE: _____

NAME: _____ YEAR STARTED _____

ADDRESS: _____ City/State _____ Zip _____

TELEPHONE NUMBER: HOME _____ CELL _____

EMAIL: _____

SEASONAL RESIDENT: YES _____ NO _____ MONTHS _____

YOU MUST BE PHYSICALLY ABLE TO STAND WITHOUT ASSISTANCE FOR SEVERAL HOURS AND TO BE ABLE TO ASSIST PEOPLE QUICKLY IN CASE OF AN EMERGENCY.

PREFERRED POSITIONS

USHER _____ TELEPHONE CALLER _____ TICKET BOOTH _____

EMERGENCY RESPONSE _____ GRANT WRITING-FUND RAISING _____

FOREIGN LANGUAGE(S): SPOKEN FLUENTLY? WRITE? _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____

TELEPHONE NUMBERS: HOME _____ CELL _____

SARASOTA COUNTY SCHOOL SYSTEM (PAL)

ALL VOLUNTEERS MUST REGISTER ANNUALLY WITH THE PAL SYSTEM IN THE TICKET BOOTH.

I UNDERSTAND THAT THIS REQUIREMENT BY THE SARASOTA COUNTY SCHOOL SYSTEM WILL SUBJECT ME TO A BACKGROUND CHECK.

VOLUNTEERS MUST ATTENDED AN ANNUAL ORIENTATION AND EMERGENCY TRAINING SESSION.

AGREEMENT AND SIGNATURE

NAME (PRINT): _____

SIGNATURE: _____

DATE: _____

GUIDELINES FOR VOLUNTEERS

DRESS CODE: Solid business black pants, slacks, or skirts. White shirt or blouse. Black jackets for men and black or white sweaters for women. Black sensible shoes. All usher's attire must be solid with out designs and/or trim. No colored socks or stockings. No denim jeans, cargo pants and/or corduroy pants in any color are to be worn. YOU WILL BE REQUESTED TO LEAVE IF YOU ARE NOT WEARING THE PROPER ATTIRE.

NAME BADGES: Issued at the beginning of season and must be returned if you resign. There is a \$5.00 charge for lost badges.

CELL PHONE: Cell phones will be turned off and/or put on vibrate. If you need to answer a call then ask the house manager to replace you and go outside the theater. Please, no phone calls or talking during the show.

ASSIGNMENTS: You will be issued a team number and a contact person for your assignments. Usher assignments are emailed or mailed every 2 months and it is the usher's responsibility to contact their assigned caller.

CHECK IN: Report to the theater one hour and 15 minutes before a performance at the sign-in table. After receiving an assignment, please proceed into the theater and have a seat and wait for any further instructions. Please do not talk when someone is on the stage. Inside ushers need flashlights with them. Bring your own flashlight or you may purchase a flashlight from the Society for \$2.00.

HOUSE MANAGER: The person in charge of the evening's performance and is the go to for any problems or emergencies.

CLOSET: There is a locked cabinet for all purses and jackets, etc. The house manager will have the key.

CODE OF CONDUCT: As a member of The Society, you must follow all the rules and be respectful to each other as well as house managers. I understand that after being given 2 warnings for misconduct any future misconduct will result in being respectfully asked to leave the theater.

ACCEPTANCE OF GUIDELINES

I received a handbook and a copy of the guidelines for volunteers. I have read and understand the guidelines for volunteering. I understand that after being giving 2 warnings for misconduct that on the third time I will be respectfully asked to leave the theater .

SIGNATURE: _____ DATE: _____

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TEAM LEADER: _____

TELEPHONE NUMBER: _____

TEAM NUMBER: _____

ANNUAL LUNCHEON

You must work 8 shows to attend the annual luncheon. The 8 shows are made up of 4 school shows and 4 outside vendor shows. Each show is one point. If an usher leaves before the performance ends you will not receive credit for that night. If you need to leave because you are sick then you must let the house manager know before leaving. It is very important that the house manager has a total count of the people in the theater in case of an emergency.