



# South Side Community Art Center Volunteer Application

**FOR OFFICE ONLY:**

Received \_\_\_\_\_

Orientation \_\_\_\_\_

**Mission of the South Side Community Art Center (SSCAC):** To preserve, conserve and promote African American art and artists, both the legacy and the future, while educating the community on the value of art and culture.

Volunteers are vital to the realization of the SSCAC Mission. This application ensures we match your aptitude/interests with available opportunities, gives an idea of your available time commitment and provides tracking information for reporting and funding purposes.

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## Interests & Skills

**Please check areas of interest you are most willing to commit your time for SSCAC:**

- PUBLIC ENGAGEMENT:** Staffing main desk, answering phones, greeting visitors and groups
- CATERING ASSISTANCE:** Serving refreshments at events/programs. Post event cleaning/room reset
- MAIL PREP:** Assist in stuffing envelopes with correspondence, event materials or invitations
- SOCIAL MEDIA:** Keeping the SSCAC visible on all Social Media outlets, websites and apps
- STREET TEAM PROMOTIONS:** Distribute events and program promo materials where allowed
- SECURITY** (assisting with staffing the Center during major events and programs)
- OTHER** (including but not limited to: fundraising, grant writing, teaching, marketing, research, legal, etc)

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**Please share any additional unique skills or talents that might be useful to the SSCAC:**

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## Availability

SSCAC Volunteer's donation of time is appreciated *and* relied upon. Please check *only* days/time(s) when you are able to commit. Special Events schedules will be available 15-30 days in advance of need. In the event of unforeseen circumstances that prohibit you from keeping your commitment please call in advance if possible.

- SPECIAL EVENTS** (*Times Vary*)     **WEEKDAY AFTERNOONS** (*Wed/Thur/Fri*) *Circle Availability*
- SATURDAY MORNINGS** (*9a.m.-12noon*)     **SATURDAY AFTERNOONS** (*12noon-5p.m.*)
- SUNDAY EARLY AFTERNOONS** (*12p.m.-2p.m.*)     **SUNDAY LATE AFTERNOONS** (*2p.m.-5p.m.*)



# SSCAC Volunteer Application

## Contact Information

*You will automatically receive SSCAC event related emails, calls and/or texts*

LEGAL NAME \_\_\_\_\_ PREFERRED NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

HOME E-MAIL \_\_\_\_\_ BUSINESS E-MAIL \_\_\_\_\_

## Emergency Contact

Please provide your ICE (*In Case of Emergency*) Contact

### *Primary Contact*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

### *Secondary Contact*

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

### Additional Insights

I am a:  Student (H.S./Undergrad/Graduate- circle one)  Job Seeker  Professional/Worker  Retiree  Other

How did you hear about the SSCAC? \_\_\_\_\_

What do you hope to accomplish (learn, offer, etc) by volunteering? \_\_\_\_\_

Are you an SSCAC Alumni?  Yes  No ⇒ If you know any SSCAC individuals or families, please have them call us.

Are you an SSCAC Member?  Yes  No ⇒ Become a member on-line ([www.sscartcenter.org/membership](http://www.sscartcenter.org/membership)) or call (773) 373-1026 to process your membership by phone.

Take the SSCAC on-line survey today: <https://www.surveymonkey.com/r/ZJLC3V9>

Please scan and e-mail your completed application to: [info@sscartcenter.org](mailto:info@sscartcenter.org) or send via snail mail to: 3831 S. Michigan Chicago, IL 60680. Become an SSCAC Member and Donor on-line: [www.sscartcenter.org](http://www.sscartcenter.org)