



## VOLUNTEER INTAKE

<b>NAME</b>	
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>EMERGENCY CONTACT NAME</b>	
<b>EMERGENCY CONTACT RELATIONSHIP</b>	
<b>EMERGENCY CONTACT PHONE</b>	
<b>BIRTHDATE</b>	
<b>GENDER</b>	
<b>AREAS(S) OF INTEREST</b>	<input type="checkbox"/> ADMINISTRATIVE SUPPORT <input type="checkbox"/> FUND DRIVE SUPPORT <input type="checkbox"/> EVENTS <input type="checkbox"/> ON-AIR BOARD OPERATION <input type="checkbox"/> ON-AIR ANNOUNCING <input type="checkbox"/> MUSIC PROGRAMMING <input type="checkbox"/> AUDIO PRODUCTION <input type="checkbox"/> BROADCAST JOURNALISM <input type="checkbox"/> OTHER:

<b>AVAILABILITY</b>	<b>HOURS PER WEEK:</b> ____ <b>DAYS (CIRCLE):</b> MO TU WE TH FR SA SU <b>EVENINGS (CIRCLE):</b> MO TU WE TH FR SA SU <b>NOTES:</b>
<b>BROADCAST TRAINING / EXPERIENCE</b>	

<b>SKILLS/EXPERIENCE (PROFICIENT)</b>	<input type="checkbox"/> <b>CUSTOMER SERVICE</b> <input type="checkbox"/> <b>COPY WRITING</b> <input type="checkbox"/> <b>SCRIPT WRITING (BROADCAST)</b> <input type="checkbox"/> <b>EVENT COORDINATION</b> <input type="checkbox"/> <b>AUDIO ENGINEERING</b> <input type="checkbox"/> <b>GRAPHIC DESIGN</b> <input type="checkbox"/> <b>PHOTOGRAPHY</b> <input type="checkbox"/> <b>ADVANCED SOCIAL MEDIA</b> <input type="checkbox"/> <b>DISC JOCKEY</b> <input type="checkbox"/> <b>MC / PUBLIC SPEAKING</b> <input type="checkbox"/> <b>AUDIO RECORDING</b> <input type="checkbox"/> <b>LIVE SOUND ENGINEERING</b> <input type="checkbox"/> <b>STUDIO AUDIO ENGINEER</b> <input type="checkbox"/> <b>BROADCAST ENGINEERING</b> <input type="checkbox"/> <b>DIGITAL AUDIO EDITING</b> <input type="checkbox"/> <b>MUSIC PRODUCTION</b> <input type="checkbox"/> <b>VIDEO PRODUCTION</b> <input type="checkbox"/> <b>MARKETING</b> <input type="checkbox"/> <b>VOLUNTEER COORDINATION</b> <input type="checkbox"/> <b>JOURNALISM</b> <input type="checkbox"/> <b>BLOGGING / VLOGGING</b> <input type="checkbox"/> <b>TRANSLATION</b> <input type="checkbox"/> <b>FUNDRAISING</b> <input type="checkbox"/> <b>GRANT WRITING/RESEARCH</b> <input type="checkbox"/> <b>MEDIA SALES</b> <input type="checkbox"/> <b>MEDIA MARKETING</b> <input type="checkbox"/> <b>OTHER RELATED:</b>
<b>ACCOMODATIONS OR LIMITATIONS</b>	
<b>ENGLISH PROFICENCY</b>	<input type="checkbox"/> <b>NATIVE</b> <input type="checkbox"/> <b>FLUENT</b> <input type="checkbox"/> <b>WORKING KNOWLEDGE</b>
<b>OTHER NATIVE OR FLUENT LANGUAGE(S)</b>	

**COMPUTER SKILLS****Expert    Competent    Novice**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MICROSOFT OUTLOOK</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MICROSOFT WORD</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MICROSOFT EXCEL</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MICROSOFT SHAREPOINT</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>WORDPRESS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>HTML/XML</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>FACEBOOK</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>TWITTER</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>INSTAGRAM</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LINKEDIN</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>YOUTUBE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SPOTIFY</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ITUNES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>INTERNET BROWSERS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADOBE AUDITION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER DIGITAL AUDIO WORKSTATION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ENCO</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OTHER BROADCAST AUTOMATION / PLAYOUT</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADOBE ACROBAT</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADOBE ILLUSTRATOR</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADOBE PHOTOSHOP</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>RAISERS EDGE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ALLEGIANCE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SHIFTBOARD</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SQL</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>TABLEAU</b>

**OTHER:****DOES YOUR EMPLOYER MATCH CHARITABLE CONTRIBUTIONS?**

<b>BACKGROUND CHECK</b>	<input type="checkbox"/> I grant KBCS permission to run a background check and understand that KBCS may deny participation in the volunteer program if there is reason to believe a volunteer's participation would violate KBCS' goal to provide a safe environment for program participants, other volunteers, staff, or visitors. Volunteers have a right to a complete and accurate disclosure of the nature and scope of the investigation requested, upon written request and have a right to a written summary of their rights under the law.
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**SIGNITURE** \_\_\_\_\_

**DATE** \_\_\_\_ \_\_\_\_ \_\_\_\_