



# Lane Arts Council VOLUNTEER AND INTERN APPLICATION

## GENERAL INFORMATION

Please answer all questions completely.

Name (Last, First) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**I. Area of interest:** Please check the Volunteer and/or Intern position for which you are applying

### Volunteer & Internship Opportunities

- First Friday ArtWalk
- Fundraising/Development
- Administration
- Other \_\_\_\_\_
- Community Arts Grants
- Arts Education
- Public Relations
- Arts Advocacy
- Marketing/Social Media
- Project Documentation

**II. Hobbies:** Describe hobbies, skills, interests and other information relative to the Volunteer or Intern position you are interested in.

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**III. Availability:** Please list the times you are available to Volunteer or Intern. (e.g.= Mon/1-4 pm)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

**GENERAL INFORMATION (continued)**

**IV. Experience:** Have you had any volunteer or Intern experience before?  Yes  No

Position \_\_\_\_\_ Organization \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**V. Language:** If you speak and/or write any other language, list the language(s). Also describe your level of fluency. \_\_\_\_\_

**VI. Additional information:** Feel free to add any other information that you would like us to know. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VII. What are your goals for this internship/volunteer experience?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

*Circle last grade completed*

Grade School 5 6 7 8                      College                      1 2 3 4  
High School                      9 10 11 12                      Graduate School                      1 2 3 4

Degree(s) \_\_\_\_\_

Major(s) \_\_\_\_\_

Thank you for your interest in Lane Arts Council. If you have any questions, please contact Lane Arts Council at 541.485.2278 or [lanearts@lanearts.org](mailto:lanearts@lanearts.org).

Please attach a current cover letter and resume with the completed application and submit to:

**Kari Welch, Development & Communications Coordinator**  
**Lane Arts Council**  
**174 East 16<sup>th</sup> Avenue, Suite 125, Eugene, OR 97401**  
**[kari@lanearts.org](mailto:kari@lanearts.org)**

## EMERGENCY INFORMATION SHEET

Start Date \_\_\_\_\_

Person to Contact in Case of Emergency \_\_\_\_\_

Phone \_\_\_\_\_ Relation to you \_\_\_\_\_

Any special conditions we need to know about? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any additional information about yourself that will help us help you in an emergency:

\_\_\_\_\_  
\_\_\_\_\_

## VOLUNTEER/INTERN ACKNOWLEDGEMENT

The information in this application is true and complete. I have not knowingly withheld any information. I also understand that if I become a Volunteer or Intern at Lane Arts Council, a commitment to upholding the mission of Lane Arts Council and respecting the work environment will be expected. I understand I may be working with confidential files and information. I agree to respect the confidential nature of this information.

As a Volunteer or Intern at Lane Arts Council, I agree to the following guidelines and policies of Lane Arts Council. In addition I consent to emergency medical attention in the event that I am unable to give my consent.

\_\_\_\_\_  
Signature of Volunteer/Intern

\_\_\_\_\_  
Date