



# CALIFORNIA PHILHARMONIC

VICTOR VENER, music director

# OFFICE VOLUNTEER APPLICATION 2008

IN ORDER TO CREATE THE THRILLING CALIFORNIA PHILHARMONIC PERFORMANCES AND EVENTS you've come to know and love, we must plan and prepare by doing a variety of jobs in our offices. From taking ticket orders to filing, music library work, event preparation and even volunteer support for our concerts, your help during the work week is welcome and deeply appreciated. Please fill out the following information and send it back to us so that we can add you to our list of cherished volunteers. You'll meet the California Philharmonic staff (the folks behind the scenes!) while contributing invaluable time and effort to our endeavor. When our needs match your talents, skills and availability, we all benefit. What could be easier?

### Your Contact Information *(please type or print clearly)*

Name: .....

E-mail Address: .....

Address: .....

City: ..... Zip: .....

Home phone: ..... Cell phone: .....

School: ..... Service organization: .....

Birthdate: ..... Male Female

Have you volunteered with the California Philharmonic before? Yes No

### Your Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daytime (any time 9-5)						
Evenings (anytime 5-10)						

I am available on an ongoing basis Yes No

I will be available from ..... through .....

These hours are best for my schedule: .....

**Job Descriptions** *(Please indicate which of these volunteer activities you are interested in)*

- |  |   |
|--|---|
| <input type="checkbox"/> Answering Telephones/Taking Ticket Orders | <input type="checkbox"/> Preparing Mailings |
| <input type="checkbox"/> Sales and/or Development Calls            | <input type="checkbox"/> Music Library      |
| <input type="checkbox"/> Filing                                    | <input type="checkbox"/> Data Entry         |
| <input type="checkbox"/> Orchestra Archive                         |   |

Please describe any musical experience or skills you may have:

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**Parent/Guardian Contact Information and Consent** *(must be signed if volunteer is under 18)*

Parent/Guardian Name(s): .....

Home phone: ..... Work/Cell phone: .....

I give my consent for .....  
to volunteer with the California Philharmonic

Parent/Guardian Signature: .....

Date: .....

**Emergency Contact Information** *(Person[s] to contact in case of emergency)*

Name: .....

Home phone: ..... Work/Cell phone: .....

Relationship to you: .....

**Volunteer Agreement**

By signing below, I acknowledge my commitment to participate as a volunteer with the California Philharmonic and that I have read, understand and accept the Volunteer General Information, Guidelines and Regulations.

Signed: .....

Date: .....

**PLEASE COMPLETE AND RETURN TO:**  
**California Philharmonic**  
**Attn: Director of Volunteers**  
**1120 Huntington Drive**  
**San Marino CA 91108-1829**

**Phone: 626 300 8200**  
**Fax: 626 300 8010**