

# Heritage Foundation Volunteer Application

Name: \_\_\_\_\_

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

Home Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Why are you interested in volunteering at The Heritage Foundation?

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

What area(s) are you interested in volunteering: (Preservation, Education, Events, Franklin Theatre, Franklin Locals, Office Assistance, PR/Marketing or Other)

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

### **For Office Volunteers:**

Do you have office skills?  Yes  No If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

Would you be willing to make phone calls for us?  Yes  No

Would you be willing to ask businesses for auction items for us?  Yes  No

Do you have other special skills you would like to share?: \_\_\_\_\_

\_\_\_\_\_

Days/Times Available for Volunteering: Hours per week \_\_\_\_\_ Regularly each week  Yes  No

Preferred days: Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Preferred hours:  Morning  Afternoon  Evening

Have you or a family member worked or volunteered at The Heritage Foundation before?  Yes  No If yes, please indicate when and in what capacity

\_\_\_\_\_

Have you ever been convicted of a crime, other than traffic offenses, in this state or elsewhere?  Yes  No

If yes, please explain \_\_\_\_\_

Conviction is not an automatic disqualification for volunteering. The Heritage Foundation reserves the right to conduct criminal background checks.

Have you completed a background check (certified for Tennessee)? We may ask you to do this.  Yes  No

If yes, what year did you receive the certification: \_\_\_\_\_

Previous Volunteer Experience: You may include a current resume with your application.

Organization's name: \_\_\_\_\_

Position \_\_\_\_\_ Length of service \_\_\_\_\_

Reference: Name a person, not related to you, whom we may contact for a reference.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ E-Mail \_\_\_\_\_

**In Case of Emergency, Please Notify:** Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

## Heritage Foundation Volunteer Application

Applicant Understanding By signing, I affirm that I am at least 18 years old, that I understand I am applying for an unpaid position at The Heritage Foundation, and that submission of this application does not guarantee a position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTEER ROLE AND DUTIES** – I am donating my time for this volunteer role and I understand that in this role, I am not an employee of the Heritage Foundation of Williamson County, TN, and I will not receive compensation for this donated time. I will follow all the rules, regulations and all directions and instructions given to me by Heritage Foundation staff and/or certified volunteer leaders.

**LIMITATION OF EXTENT OF DUTIES** – I am not authorized to enforce the rules and regulations of the event but will notify Heritage Foundation staff when violations of rules and regulations are observed.

**CONDUCT** – I will conduct myself in a professional manner and present a positive image of the Heritage Foundation. This includes being respectful and helpful to attendees (if applicable), other volunteers and staff.

**MEDIA CONTACT** – In my role as a volunteer, I understand that I do not represent The Heritage Foundation in an official capacity and will not write or speak to the media on their behalf.

**VOLUNTEER AT WILL** – I understand that my volunteer participation is subject to the above statements and to all codes of conduct of the Heritage Foundation. Failure to follow directions and instructions or violation of any of the rules, regulations, policies, or codes of conduct can result in immediate dismissal.

**LIABILITY WAIVER** - I understand that there are certain risks of injury in any position, particularly in outdoor programs or activities. I will make reasonable efforts to ensure my own safety and the safety of other others, including other volunteers and Heritage Foundation staff. Any damage or injury to third parties due to my own acts is my responsibility and liability insurance for such damages or injuries is my own responsibility. This includes transportation and travel to and from the location. The undersigned releases and discharges the Heritage Foundation and its officers, employees, and other volunteers from any claims which I may have against them arising in connection with this volunteer position.

**CONFIDENTIALITY CLAUSE *Franklin Theatre volunteers*** - Due to the nature of the entertainment industry and contractual obligations with performers/artists, strict confidentiality and professionalism is required to volunteer for events in the Franklin Theatre. I understand I may not share all private information I may witness or overhear, and I understand I may not pursue performers for photos, autographs, etc. I agree to respect the confidentiality, privacy, and personal space of all performers/artists, their management, and crew.

**PHOTO RELEASE** – I hereby grant and convey to the Heritage Foundation all rights, title and interest in any and all photographic images and video or audio recordings made by or on behalf of The Heritage Foundation during my volunteer work for the organization, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I further agree that the Heritage Foundation may photograph and/or videotape me while I am engaged in volunteer work for the organization and that the Heritage Foundation retain the rights to use these visual images and recordings in any manner without compensation to or prior authorization by me.

I have read and agree to the Volunteer Agreement and Waiver \_\_\_\_/\_\_\_\_/\_\_\_\_ Date

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

If under 18, adult signature is required to participate in volunteer activities.

\_\_\_\_\_  
Signature of parent or guardian Printed name of parent or guardian.

Return to Heather Kantor at [hkantor@williamsonheritage.org](mailto:hkantor@williamsonheritage.org) or the  
Heritage Foundation P.O. Box 723, Franklin TN 37064