



Pride-SWFL Volunteer Program

Thank you for your interest in volunteering with Pride-SWFL. Volunteers are the backbone of SWFL Pride, and we would not be able to do our work without your support. We want to make sure volunteers have a positive experience and that they understand the expectations, roles, and responsibilities. Please carefully read the information in this document and familiarize yourself with the Volunteer Program. If you would like to volunteer, we invite you to complete the application on pages 2 -4 and return via email to the Volunteer Coordinator at info@prideswfl.org.

Volunteer Roles

Volunteer Support

Responsible for recruitment, retention of volunteers and coordinates scheduling of volunteers for event.
Provides information to festival-goers, sponsors and vendors at the events.
Responsible for setup and breakdown of all areas of the Event, from tables, chairs to trash pickup.
Handles volunteer requests during the event, placing volunteers in areas where they are most needed.

Entertainment Support

Decorating the stage and festival grounds.
Coordinates logistics of performance area including stage, sound and lights.
Maintains and adheres to the Event schedule, insuring that events occur as designated.
Responsible for setup and breakdown of all areas of the event, from tables, chairs to trash pickup.

Marketing / Tech Support

Responsible for advertising campaigns.
Designs signage for the Events.
Suggests marketing strategies to the Board of Directors.
Helps and designs Web based communications.

Safety Support

Secures entrances to the Venue. Ensures that only authorized vehicles enter restricted areas.
Responsible for keeping an eye out for any issues that may arise, ensure a safe environment at Festival.
Help with parking and address accessibility issues for people with disabilities.
Responsibilities include putting up barriers, helping with general site assistance, Issuing wristbands.
Responsible for setup and breakdown of all areas of the event, from tables, chairs to trash pickup.

Vendor / Sponsor Support

Checking in Vendors / Sponsors and labeling booth locations
Assist in the VIP and Membership Tent
Supervising the setup and disassembly of booths, and other miscellaneous tasks as assigned.

Fundraising Support

Year around liaison for donations and fundraising.
Suggests fundraising events to the Board of Directors.
Assist in special fundraising events.

Festival Support

Greeting guests at entrance and accepting admission donations.
Assist in ticket and beverage sales.
Help in the Kid Zone activity area.
Responsible for setup and breakdown of all areas of the event, from tables, chairs to trash pickup.
Assist in decorating the stage and festival grounds.



Volunteer Application

Thank you again for your interest in volunteering with Pride-SWFL. To ensure a productive and enjoyable experience for all volunteers we ask for the following application to be filled out. This is the first step in becoming part of the wonderful volunteer group for Pride-SWFL. It is the policy of Pride-SWFL to provide a safe and inclusive environment and to provide a fair and equal opportunity to volunteer with Pride-SWFL. Once your application has been received you will receive a follow up email.

General Information:

Legal Name: _____
Preferred Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Birth Date: ____/____/____
Phone Number: _____ Can we text you at this number? Yes No

Emergency Contact Information:

Contact's Full Name: _____
Relationship to Contact: _____ Contact's Phone Number: _____

Medical Information:

Known Medical Problems: _____ Allergies: _____
Any physical limitations or special needs? _____

Additional Information:

Have you volunteered with Pride-SWFL in the past? Yes No
Previous volunteer experience: _____
Are there any particular skills you would like to utilize while volunteering with us? _____

Are you first aid and/or CPR certified? Yes No (if so please include expiration dates) _____

Have you ever been convicted of a felony? Yes No Are you a registered sex offender? Yes No

SWFL Pride is October 6, 2011 the event hours are 11:30 AM - 6:00 PM.

Please select the shift or shifts you would be interested in:

_____ Event Set Up 7:30 AM - 11:30 AM _____ General Volunteer 11:00 AM- 3:00 PM
_____ General Volunteer 2:00 PM - 6:00 PM _____ Clean Up/Take Down 4:00 PM - 7:00 PM

Other: _____

Volunteer Role/s (page 1) that you are interested in: _____

If you are interested in helping prior to October 6th, please write what area of support you are interested in.

Are you interested in volunteering year around? Yes No



Volunteer Code of Conduct

Please email this application to:
info@PrideSWFL.org
Or you can mail it to us:
Pride-SWFL, Inc
P.O. Box 151966
Cape Coral, FL 33915

As a volunteer, I will:

1. Represent the organization with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
2. Follow through and complete accepted tasks.
3. Seek training for my volunteer role by participating in orientation training, or other training opportunities.
4. Display respect and courtesy for employees, other volunteers, program participants, visitor, clients and property.
5. Respect the privacy of persons served by the organization and hold in confidence sensitive private and personal information.
6. Keep staff informed of progress, concerns, and problems within the program(s) in which I participate.
7. Keep personal opinions and actions separate from those made as a representative of this organization.
8. Avoid conduct, both on and off duty, which would jeopardize the organizations effectiveness.

And as a Volunteer I will not:

1. Use vulgar or inappropriate language.
2. Solicit gratuities, gifts, or bequests for personal or professional benefit.
3. Use or be under the influence of illegal drugs while volunteering.
4. Consume or be under the influence of alcohol before volunteering.
5. Discriminate on the basis of race, color, religion, sex, age, national origin, marital status, disability, gender identity or sexual orientation.

Thank you again for your interest in volunteering with Pride-SWFL. By signing below, you acknowledge that all above information is true, correct, and complete to the best of your knowledge.

Printed Name: _____

Signature: _____ Date: _____

Please email this application to: info@PrideSWFL.org
or you can mail it to us: Pride-SWFL, Inc. Attn: Volunteer Coordinator, P.O. BOX 151966, Cape Coral, FL 33915

Pride-SWFL, Inc. reserves the right to accept or decline volunteers. The roles of volunteers are developing and will throughout the planning and the day of the SWFL PRIDE. Patience and consideration is appreciated.



AGREEMENT, WAIVER AND RELEASE OF CLAIMS

Please email this application to:
info@PrideSWFL.org
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P.O. Box 151966
Cape Coral, FL 33915

The undersigned agrees as follows:

1. I am volunteering my services for Pride-SWFL on a voluntary basis without anticipation of payment of any kind.
2. I will perform assigned tasks which are within my physical capability to the best of my ability, and that I will not undertake tasks that are beyond my ability or physical capability.
3. I am familiar with the safe operation and use of equipment and tools that I may utilize in connection with this volunteer activity, and I will not undertake to use any equipment or tools with which I am unfamiliar or do not know how to operate safely.
4. I will perform only those tasks assigned, observe all safety rules, and use care in the performance of my assignments.
5. I hereby release and discharge, agree to indemnify and hold harmless, Pride-SWFL, "SWFL Pride" Festival, and their agents, employees and representatives, from all claims demands, actions, or judgments which I, or my heirs, executors, administrators or assigns, may have for any and all injuries and damages, known or unknown, caused by or arising out of the above-described activity.
6. I specifically acknowledge that I am engaging in this activity as a volunteer, at my own request and risk, and not as a Pride-SWFL employee, agent, official, officer, or representative, and further acknowledge that I am not entitled to any compensation, benefit or insurance coverage from Pride-SWFL nor will I make any such claim.
7. I have read this agreement, waiver, and release of claims, and understand its terms and I voluntarily execute it with full knowledge of its significance.
8. I understand that volunteers for "SWFL Pride" are expected to remain present for the duration of their shift. Volunteer shifts for "SWFL Pride" are four hours.

Thank you again for your interest in volunteering with Pride-SWFL. By signing below, you acknowledge that all above information is true, correct, and complete to the best of your knowledge.

Printed name: _____

Signature: _____ Date: _____

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