

Cowee School Arts and Heritage Center
51 Cowee School Drive
Franklin, NC 28734
828-369-4080

Please fill out this form and return to Cowee School Arts and Heritage Center to receive consideration for a volunteer position. You may mail this form to our mailing address, P.O. Box 2285, Franklin, NC 28744, attach it to an email to our volunteer coordinator at csbookkeepers51@gmail.com or drop it by our office.

Cowee School Arts and Heritage Center is a 501(c)(3) organization. The purpose of Cowee School is to promote the teaching and preservation of the cultural and artistic heritage of the Southern Appalachians and Cherokee people and to serve as a community resource and gathering place. We invite volunteers over the age of 21 and of any race or creed to volunteer.

After we receive your application, we will contact you and arrange for an interview in person or by phone with our volunteer coordinator. All information on this form will be kept confidential and will help us find the perfect volunteer project for you.

Volunteer Application Form

First Name	
Last Name	
Street Address	
City/State/Zip	
Home Phone	
Cell Phone	
Email	
Employer (if applicable)	

Emergency Contact Information:

Name:	
Phone:	
Relationship:	

Do you have skills, special interests or experience that you would like us to consider when placing you into an appropriate position?

<input type="checkbox"/>	Hospitality	<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Office clerical	<input type="checkbox"/>	Culinary Arts
<input type="checkbox"/>	Merchandising/Sales	<input type="checkbox"/>	Project Management
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Housekeeping/Environmental
<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	Event Planning
<input type="checkbox"/>	Gardening	<input type="checkbox"/>	Other:

Here are some of the volunteer positions we offer. Please check the ones you would be most interested in.

<input type="checkbox"/>	Office help (routine office tasks on a specific day of the week).
<input type="checkbox"/>	Cowee Coffee/Mercantile (Coffee and merchandise sales – specific shifts).
<input type="checkbox"/>	Baking (preparing baked goods for special events).

	Event set up/ room set up (setting up/taking down chairs and tables for specific events).
	Light Housekeeping (may involve sweeping, vacuuming, dusting, filling dispensers, etc.)
	Building maintenance (minor repairs, painting projects, upkeep).
	Landscape maintenance (weeding, watering, garden upkeep, etc.)
	Assistance with special events (parking assistance, set up, booth ambassadors, etc.)
	Fundraising (may involve telephone calls, writing thank you notes, or grant writing).
	Communications (writing copy for publications and fundraising messages. Social media experience appreciated).

What days are you usually available?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How many hours are you available per week? Do you prefer Morning? Afternoon?

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Please describe any physical limitations you may have:

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Please provide the names and contact information of two character references:

Name	Telephone	Relationship

Liability Release:

As a volunteer of Cowee School Arts and Heritage Center, I agree to abide by all policies and procedures as spelled out in the volunteer handbook. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Signature: _____ **Date:** _____