

**KHOI COMMUNITY RADIO**  
**89.1 FM**  
**KHOI-FM.ORG**

# 89.1 FM KHOI

## VOLUNTEER APPLICATION

Thank you for your interest in KHOI 89.1 FM. Our organization runs on the hard work and dedication of volunteers!

NAME: (Please print your first and last name clearly)

STREET:

CITY:

STATE:

ZIP:

PRIMARY PHONE (Home cell or work)

SECONDARY PHONE (Home cell or work)

EMAIL:

DATE OF BIRTH:

ID TYPE:

Copy attached?

EMERGENCY CONTACT NUMBER

NAME:

RELATIONSHIP:

PHONE(S):

How often would you like to volunteer?

Short term \_\_\_\_\_

Long term \_\_\_\_\_

Daily \_\_\_\_\_

Monthly \_\_\_\_\_

Events \_\_\_\_\_

**Please specify which times you are available: Example: Monday evenings 7-10 PM**

MON

TUES

WED

THURS

FRI

SAT

SUN

Morning

Afternoon

Evening

You will be required to sign in and out of the volunteer log book each time you visit us. This helps us keep track of your volunteer hours for grant funding, acknowledgement and election purposes. Thank you for your cooperation!

**Please check up to three activities you are interested in at KHOI. \* Requires additional training**

\_\_\_ \*Events - planning, organizing, invitations, set-up, tabling, photographing or taping, other \_\_\_\_\_

\_\_\_ Graphic designer - flyers, posters, brochures, ads, newsletters, email blasts, other \_\_\_\_\_

\_\_\_ Marketing - writing, editing, producing newsletter, brochures/publications, other promotional items

\_\_\_ \*Membership drives - on-air pitching, phone banks, fund-raising programs, community outreach

\_\_\_ IT - web design and upkeep, social networking, email blasts, database, tech support & maintenance

\_\_\_ \* Engineering & operations - board operator, Maintenance & repair, assisting with recordings

\_\_\_ \*Production - production assistant, editing, show creation, on-air hosting, assisting on-air host

\_\_\_ \*News - reporting, on-air reporting, news desk support

\_\_\_ Reception, front desk & telephone, office work

\_\_\_ Facilities: grounds keeping, building maintenance and repair

## KHOI RADIO VOLUNTEER APPLICATION

**How did you hear about KHOI?**

**Why do you want to volunteer with KHOI?**

**Special skills or qualifications: (education, training, certifications, job or life experience)**

**Please list any previous volunteer positions or duties (at KHOI or elsewhere)**

**Please list your interests, relevant hobbies, & affiliations (clubs, church membership, other organizations)**

### **KHOI CODE of CONDUCT**

1. Treat other people as you would like to be treated yourself.
2. Verbal and physical attacks are not tolerated on KHOI property or at KHOI events.
3. Discussions will be centered on issues, not people; and on verifiable facts, not innuendo and rumor. This includes all verbal and written statements, including on the Internet.
4. Information will be shared as much as possible, keeping in mind that some information must be kept confidential. Information designated as confidential will not be divulged privately or in public.
5. Care will be taken with KHOI property and it will be returned in the same or better condition.
6. Staff, volunteers, and visitors will follow the rules and regulations of the station and the law.
7. Violation of this code of conduct will result in penalty which may include exclusion from KHOI property and events.
8. KHOI management has final authority to ensure that the station is in compliance with the FCC, the station's policies and code of conduct, as well as all relevant laws.
9. Disputed charges of violation of this code will be brought before a neutral independent fact-finder chosen by KHOI for a final and binding decision. Anyone wishing to file a complaint should fill out a form at the reception desk.

I have read and understood the KHOI code of conduct and agree to comply with the code.

I certify that all statements in this application are true and complete to the best of my knowledge.

I understand that falsified statements on this application can be grounds for denial or dismissal of volunteer duties at KHOI. I authorize investigation of all statements contained therein.

I hereby agree to indemnify and hold KHOI and their respective directors, agents, and employees harmless from any damages or suits by any and all persons, firms, or corporations arising out of any act or omissions or any related party in connection with station events.

I hereby give KHOI permission to use for promotional, non-commercial purposes, photographs, videos, film, and other representations of me in conjunction with any and all events and release all rights that may be consistent therewith.

I understand that the information supplied in this application is private and will not be distributed, sold, or exchanged.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_