



## Volunteer Application Form

Thank you for your interest in volunteering for the first annual Berkshire WordFest at The Mount. We need volunteers throughout the weekend to help us in various areas and your assistance will be vital to the success of the event. As a volunteer we want you to have fun and enjoy yourself while helping us manage the many logistics associated with running the festival. We are grateful for your willingness to get involved!

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Phone (day/evening) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you have any other festival experience? \_\_\_ no \_\_\_ yes Please describe \_\_\_\_\_

\_\_\_\_\_

Special Skills/Languages Spoken? \_\_\_\_\_

\_\_\_\_\_

Certifications? \_\_\_\_\_

Additional Skills? \_\_\_\_\_

\_\_\_\_\_

When are you available?

- July 19 – 22 Before the festival to assist with preparations
- July 23  Day 9am-3pm  Evening 3pm-9pm
- July 24  Morning 8:30am-1:30pm  Afternoon 1:30-6:30pm
- Evening 5pm-10pm
- July 25  Morning 8:30am-1:30pm  Afternoon 1:30-6:30pm
- July 26 or 27 After the festival to assist with wrap-up

Please circle one or more areas of interest:

Author Host/Driver\*

Greenroom Host

Program Host/Ticket Taker

Festival Bookstore Associate

Parking Assistant

Golf Cart Driver

Terrace Host

Food & Beverage Support

Special Event Set-up/Decorating

General Assistance/Floater

\*Author Hosts must be available to assist on-site at The Mount and possibly pick-up/drop-off the author at their hotel if necessary. Festival hotels include The Red Lion Inn, Cranwell, and Seven Hills. A car and valid driver's license may be required. Not all authors will require drivers.

How did you hear about the Berkshire WordFest? \_\_\_\_\_

Why are you interested in volunteering for the festival? \_\_\_\_\_

**Training and Orientation**

All volunteers will be required to complete a Volunteer Orientation Session at The Mount on:

\_\_\_\_Thursday, July 8, 2010 from 6:30-8:30 pm **OR** \_\_\_\_Saturday, July 10 from 10 am – noon

All volunteers are eligible to purchase Berkshire WordFest tickets at member rates (maximum 2 per volunteer per scheduled event) and will receive a complimentary festival t-shirt.

**Disclaimer**

1. I understand that, based on the completion of this volunteer application form, the screening process, and volunteer training and orientation, Berkshire WordFest staff reserve the right to determine who will be approved as a volunteer.
2. I understand that I am not obligated, if called upon, to perform the volunteer services indicated on this application.

**Equal Opportunity Policy**

Berkshire WordFest at The Mount supports the full intent and goals of equal volunteer opportunities. All actions which relate to the Berkshire WordFest including recruiting, interviewing, acceptance and matching shall be performed without discrimination and regard to a person's race, color, religion, sex, marital status, ancestry, national origin, physical disability, age or veteran status.

**Volunteer Agreement**

Let it be agreed:

- A volunteer is not an employee of The Mount, and is therefore not entitled to the benefits of an employee as defined by the Fair Labor Standards Act and the company policy manual.
- Volunteers are expected to abide by The Mount's code of professional conduct, always modeling the highest professional standards.

I have read the information and understand that by checking this box, I agree to all policies and disclaimers of The Mount.

Signature of Applicant \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please submit your completed application form by mail, email, or fax to:

Taylor Coster	tcoster@EdithWharton.org
The Mount	Phone 413-551-5123
P.O. Box 974	Fax 413-637-0619
Lenox, MA 01240	

*Thank you for your interest in volunteering for the Berkshire WordFest at The Mount!*