



VOLUNTEER APPLICATION

“OUR GREATEST NATURAL RESOURCE IS THE MINDS OF OUR CHILDREN.” -WALT DISNEY

We are thrilled that you’re interested in lending your talents to *Kids in the Spotlight, Inc.* (KITS). We are a 501(c)(3) non-profit organization that provides a unique arts program to children in foster care and public schools throughout the city of Los Angeles and surrounding areas.

KITS IS AN OUTLET FOR KIDS TO TELL THEIR OWN STORIES.

KITS trains underserved youth to develop, write, cast and star in their own short films. The program culminates in the annual *Movies By Kids, For Kids Film Festival* where their work is showcased and awards for outstanding achievement are presented.

We are entering our second season and looking for dedicated volunteers to assist in the following areas:

PRODUCTION	ADMINISTRATIVE
Writing Instructors	Volunteer Coordination
Acting Coaches	Grant Writing
Directors	Fundraising
Directors of Photography	Public Relations
Editors	Marketing/Promotions
Lighting/Sound Technicians	Advisory Board Members
Set Designers	Web Designer/Master
Script Supervisors	Clerical Support
Grips	
Music Composers	
Make-up Artists	
Costumers	
Production Assistants	
Craft Services/Catering	

WHAT WE EXPECT FROM OUR VOLUNTEERS:

- **Training:** All volunteers are required to attend at least one training/orientation session per season. The orientation/training session is your opportunity to meet the staff and learn more about the program.
- **Time:** **PRODUCTION VOLUNTEERS:** We ask that you commit to a minimum of one production location per calendar year. Your total time commitment at that location is based upon your position and may range from 2 days up to 9 weeks. **ADMINISTRATIVE VOLUNTEERS:** We ask that you commit to a minimum of six consecutive months per calendar year. **ALL VOLUNTEERS:** These are our general guidelines, but we encourage you to contribute as much time as you wish.

- **Punctuality:** We strive for excellence in everything we do, and that means being punctual. Tardiness and no-shows send a very clear message to our kids. We require that call times are honored with all diligence. We understand that emergencies arise and schedules change, but we expect that every effort be made to communicate those changes as far in advance as possible.
- **Communication:** We ask our volunteers to exhibit patience with our participants and our process. We are a young organization working with young people. Open, clear and professional communication ensures a positive experience for all.

WHAT YOU CAN EXPECT FROM US

- We'll never ask anything of you that we are not willing to do ourselves.
- Always looking for ways to improve the program, we'll count on you for fresh and exciting new ideas.
- You can depend on us to honor your busy schedule by being efficient in our communication with you.
- And we'll do our utmost to provide you with a rewarding volunteer experience.

We're looking forward to working with you!

If you have any questions, please email us at info@kitsinc.org



VOLUNTEER APPLICATION

PART A: TELL US ABOUT YOURSELF

Please email this application and your resume to tige@kitsinc.org. [Write "VOLUNTEER AP" in subject line.]

NOTE: Please feel free to skip any questions you do not wish to answer.

DATE OF APPLICATION:

How did you hear about Kids In The Spotlight?

HOME INFORMATION

First Name:

Last Name:

Street Address:

City:

State:

Zip:

Home Phone:

Mobile:

Fax:

Email:

Do you have a Secondary Email Address?

BUSINESS INFORMATION

Company/Organization:

Occupation Title:

Street Address:

Suite:

City:

State:

Zip:

How long have you been employed with current employer?

Business Phone:

Extension:

Business Fax:

When is the best time to contact you by phone? ___Day ___Afternoon ___Eve

Kids In The Spotlight, Inc.

Phone: 310-512-7848 | email: tige@kits.org | website: kidsinthespotlight.org | 145 S. Glenoaks Blvd., #124 | Burbank, CA 91502

PART B: EDUCATION & IDENTITY

Education (Check your highest level)

- High School Diploma Some College
 College Degree (name of college) _____
 Graduate Degree (name of school) _____
 Other Education: Certifications/Diplomas (school name & type of diploma) _____

Ethnic Background (Check all that apply)

- Asian African-American Caucasian
 Latino Native American Pacific Islander
 Other
- Gender Female Male

PART C: Experience & Skills

Are you fluent in any foreign language or sign language? YES NO

If yes, please describe:

1. What are your areas of expertise? (Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Screenwriting | <input type="checkbox"/> Marketing/PR |
| <input type="checkbox"/> Acting | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Directing | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Sound | <input type="checkbox"/> Consultation |
| <input type="checkbox"/> Set Design | <input type="checkbox"/> Volunteer Coord. |
| <input type="checkbox"/> Camera Operator | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Grip | |
| <input type="checkbox"/> Make-up | |
| <input type="checkbox"/> Wardrobe | |
| <input type="checkbox"/> Script Supv. | |
| <input type="checkbox"/> Production Asst. | |
| <input type="checkbox"/> Craft Svcs/Cater | |
| <input type="checkbox"/> Music/Scoring | |
| <input type="checkbox"/> Other (describe) | |

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2. Tell us about your production or administrative background:

Do you have any volunteering, mentoring or teaching experience? YES NO

If yes, please describe:

Do you have any business communication skills? YES NO

If yes, please describe:

Please list any civic groups, clubs or associations of which you are a member:

Tell us about some of your personal interests (sports, music, hobbies, etc.):

Do you have any physical restrictions you think we should be aware of?

YES NO If yes, please describe: _____

PART D: INTERESTS & AVAILABILITY

Are you willing to travel outside your live/work neighborhood?

YES NO

Are you available during the daytime on weekdays? YES NO

Are you willing to assist in other areas as needed? YES NO

Please check other areas where you may be interested in volunteering:

Communications (contacting students, parents, other volunteers)

Developing Curriculum

Leading Orientation/Training Sessions

Public Relations / Media Relations

Community Relations

Fundraising / Grant Research / Grant Writing

Special Event Planning

Administrative Support (errands, filing, data entry, etc.)

Other (Please describe: _____)

Not Sure Yet

PRODUCTION VOLUNTEERS ONLY:

Can you commit to participating in Kids In The Spotlight for at least one production location?

Yes No

ADMINISTRATIVE VOLUNTEERS ONLY:

Can you commit to participating in Kids In The Spotlight for a minimum of six months (approximately one hour per week) during the Season?

Yes No

If no, how much time can you commit?

PART E: REFERENCES & BACKGROUND CHECK

PLEASE PROVIDE US WITH SOME REFERENCES:

If you are an employee, your business reference needs to be a supervisor. If you have your own business, the reference needs to be someone with whom you are currently doing business. We require two personal references and prefer local references who have known you for at least two years. Please do not use relatives.

REFERENCE #1: Employer/Supervisor or Business Associate Reference

Full Name (Mr. Ms. Mrs. Dr./Title):

Company/Organization:

Business Phone:

Home Phone:

Relationship:

REFERENCE #2 : Personal Reference

Full Name (Mr. Ms. Mrs. Dr./Title):

Company/Organization:

Business Phone:

Home Phone:

Relationship to you:

REFERENCE #3 : Personal Reference

Full Name (Mr. Ms. Mrs. Dr./Title):

Company/Organization:

Business Phone:

Home Phone:

Relationship to you:

BACKGROUND CHECK:

We will be conducting background checks on each applicant. Do you give us permission to conduct a criminal background check on you? ____Yes ____No

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PART F: CERTIFICATION

I acknowledge that this application is the sole property of *Kids In The Spotlight, Inc.* and that to the best of my knowledge, the statements I've made on this application are true and complete. I further certify that no incriminating information has been withheld that, upon disclosure, would reflect adversely and/or disqualify me from consideration.

Signature:

Full Name (please print):

We appreciate you investing time to answer these questions.

PLEASE SAVE AND PRINT A COPY OF YOUR APPLICATION AND BRING WITH YOU TO ORIENTATION/TRAINING.

Also, please email this application to tige@kitsinc.org along with your resume in the body of an email OR as a Word Doc or PDF attachment. Note that work samples in the form of a reel or portfolio may be required before acceptance.

Once we have reviewed your application, we will contact you to invite you to an orientation/training. It may take a few weeks to get back to you. We appreciate your patience.

Thank you very much for your interest in Kids In The Spotlight, Inc.

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