



Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

2019 Winter Indian Market Volunteer Application

PERSONAL INFORMATION

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Alternate Address (if out of state) _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
E-Mail Address _____

EMERGENCY CONTACT

Name _____
Relationship to you _____
Mailing Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____

SKILLS AND ABILITIES

Please indicate any of the following skills or abilities that you possess

| | |
|--------------------------------|-------------------------------------|
| _____ Accounting | _____ Foreign Language (list below) |
| _____ Art Handling | _____ Fundraising/Development |
| _____ Clerical/Office | _____ Graphic Design |
| _____ Computer (data entry) | _____ People Skills |
| _____ Construction/Fabrication | _____ Photography |
| _____ Education | _____ Sales/Customer Service |
| _____ First Aid/CPR | _____ Special Events |

Additional skills, abilities or areas of interest:

Do you have any physical limitations (difficulty standing, lifting, hearing, seeing, etc.) that may affect your ability to perform certain tasks? If so, please explain:

- To recognize my commitment and responsibility to my volunteer assignment(s), **to attend all required trainings**, and to **arrive on time** for my scheduled assignment(s).
- To accept the scope of work of each assignment that I have accepted with an open mind and willingness to work with other staff and volunteers toward a successful outcome.
- I will **NOT** use photo, audio, video recording equipment, or cell phones during volunteer assignments.
- To adhere to the rules and procedures provided to me in my training for my volunteer assignment.
- To wear identification badges and other required identifying clothing during my volunteer assignment. Clothing will be suitable for the work assignment and will not display offensive or objectionable material.
- To safeguard all **confidential information** that includes all proprietary and privileged information related to my volunteer position and to not share such information with ANYONE.
- I acknowledge that I am physically able to carry out the tasks I have indicated.
- To accept constructive feedback from my supervisor that will enable me to do the best job possible.
- To treat other volunteers, supervisors, staff, SWAIA artists and the general public with dignity and respect, and not be judgmental.
- To avoid conflict and to work toward peaceful resolutions of differences of opinion.
- To avoid profane and abusive language and disruptive behavior that may be hurtful to others.
- To **NOT** possess or use any illegal drugs or engage in any illegal activity allowed during active volunteer service.

I, the undersigned volunteer, hereby grant SWAIA-Santa Fe Indian Market permission to take or have taken images, videos and/or audio recordings and to utilize these images, videos and/or audio recordings for promotion of the organization whether in print or in digital format.

I hereby acknowledge that there are certain risks of injury involved in my volunteerism and I knowingly assume full responsibility for my participation. I agree to indemnify and hold harmless SWAIA-Santa Fe Indian Market, its employees, representatives and volunteers from all liability, loss or damage to person or property which may occur in relation to my participation.

I realize that a failure to perform my assignment in a satisfactory manner or the failure to adhere to the Volunteer Code of Conduct may cause me to be dismissed from my volunteer duties.

Printed Name _____

Signature _____ Date _____

It is the policy of SWAIA to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

SWAIA Santa Fe Indian Market
 PO Box 969
 Santa Fe, NM 87504
 (505) 983-5220

VOLUNTEERING Are you a SWAIA member? (SWAIA members are given assignment preference) YES _____
NO _____

Have you previously volunteered for SWAIA/Santa Fe Winter Market? YES _____ NO _____ If yes, how many years?

Please circle the times that would work the best for you.

| Friday December 13, 2019 | | Saturday December 14, 2019 | | Sunday December 15 th , 2019 | |
|---------------------------------|--|-------------------------------------|----------------------------------|---|----------------------------------|
| Artist Load In 2 pm-5 pm | | Artist Set-up 7- 8:45 am | | Artist Set-up 9 am-10 am | |
| Christmas Decorators 2 pm- 5 pm | | 9 am-5 pm Opening and closing times | | Opening and closing times | |
| | | Silent Auction 9 am-4 pm | | Silent Auction 10 am-2 pm | |
| | | | | Artist load out 3 pm-4:30 pm | |
| Christmas Decorators 2 pm-5 pm | | Volunteer Check in/Artist services | 6:00am-9:00am | Volunteer Services | 8:00am-11:00am |
| Artist services/Info 2 pm-5 pm | | Artist Services | 9:00am-1:00pm 1:00pm-5:00pm | Artist Services | 10:00am-1:00pm 12:00pm-3:00pm |
| | | Booth Sitters | 9:00am-1:00pm 1:00pm-5:00pm | Booth Sitters | 10:00am-1:00pm 12:00pm-3:00pm |
| | | Donation Receiver | 9:00am-1:00pm 1:00pm-5:00pm | Donation Receiver | 10:00am-1:00pm 12:00pm-3:00pm |
| | | Coat Checker | 9:00am-1:00pm 1:00pm-5:00pm | Coat Checker | 10:00am-1:00pm 12:00pm-3:00pm |
| | | Silent Auction Registration | 9:00am-1:00pm 1:00pm-5:00pm | Silent Auction Reg | 10:00am-1:00pm 12:00pm-3:00pm |
| | | Silent Auction Table Host | 9:00am-12:30pm 12:30pm-4:00pm | Silent Auction Table Host | 10:00am-2:00pm |
| | | Floater | 9:00am-1:00pm 1:00pm-5:00pm | Floater | 10:00am-1:00pm 12:00pm-3:00pm |

Please return your completed application to us by email: Volunteers@swaia.org mail: SWAIA • PO Box 969 • Santa Fe, NM 87504
www.swaia.org • (505) 983-5220

2019 Winter Santa Fe Indian Market Volunteer Positions

| | |
|------------------------------------|---|
| Artist Greeter/Check-in | Greet and check in artists as they arrive. Provide general information (directions, times, locations, events, etc.) |
| Artist Services | Providing service to artists as needed for questions, directions, issues, etc. |
| Booth Sitters | Provides artist with a (15 min maximum) break from booth. |
| Decorators | Helps set up decorations and break them down |
| Donations Receiver | Fills out donation forms and receives art |
| Coat Checker | Keeps track of coats and issues coat check numbers |
| Floater | Helps support the various positions with whatever needs to be done |
| Silent Auction Registration | Helps with guest registration/paperwork for silent auction |
| Silent Auction Table Host | Watches art and provides information about art if asked and keeps an eye on art. |