



RETURN TO:
SDPAL/BVA
110 W. "C" St., Suite 1414
San Diego, CA 92101
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Fax: 619/238-0710
kkruse@sdpal.com

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Thomas C. Ackerman Foundation*



VOLUNTEER APPLICATION

Please complete this application and return it with **YOUR RESUME** to the address above.
Applications received without a current resume cannot be considered.

Requirements:

- Volunteers must be actively employed in the business community and have at least three years of responsible management experience.
- Applicants selected as Business Volunteers for the Arts (BVAs) are required to attend our orientation program.
- BVAs are required to submit a final evaluation and brief case study at the conclusion of each volunteer assignment.

Date: _____

Name: _____

Company: _____

Title: _____

Company Address: _____

Work Phone: _____ Fax: _____

Home Address: _____

Home Phone: _____ Preferred Mailing Address: Home Work

E-Mail Address: _____

1) WHICH ARTS DISCIPLINES INTEREST YOU?

- | | |
|---|---|
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Media Arts (film/video) |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual Arts (painting, sculpture, photography) |
| <input type="checkbox"/> Arts Education | <input type="checkbox"/> Music (specify type): _____ |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Dance (specify type): _____ |
| <input type="checkbox"/> Historical | <input type="checkbox"/> Other: _____ |

2) DO YOU HAVE ANY PERSONAL INVOLVEMENT IN THE ARTS? IF SO, PLEASE DESCRIBE. _____

3) DO YOU HAVE PREVIOUS EXPERIENCE WITH A NON-PROFIT ORGANIZATION (VOLUNTEER WORK, BOARD OF DIRECTORS SERVICE, MEMBERSHIPS)? DESCRIBE. _____

4) WHAT HOURS ARE YOU AVAILABLE TO VOLUNTEER?

- | | |
|---------------------|------------------------------|
| 8-5 (released time) | Late afternoon/early evening |
| Noon hours | Weekends |

5) EDUCATIONAL BACKGROUND (not necessary if detailed on attached resume):

6) Why do you wish to become a BVA? _____

7) Does your company encourage volunteer activities? Yes No

8) Does your company have a newsletter in which your BVA participation could be highlighted? Yes No

9) Are you willing to act as a mentor for a young professional? Yes No

Please select carefully from the list below the project skills you feel you have

ADVANCED/EXPERT knowledge of. Indicate those skills by checking the appropriate boxes below:

Planning and Program Development

- establishing a mission statement, goals and objectives
- developing an operating plan
- developing a long range plan
- evaluating an existing plan
- program development/expansion

Legal

- non-profit incorporation
- non-profit (501(c)(3)) status filings
- review bylaws for legal compliance
- review leases
- contract preparation/review
- HR legal issues

Management

- development plan for board of directors
- evaluation, revision or design of administrative practices
- meeting/retreat management
- bylaws development

Fundraising

- plan fundraising campaign
- grants research
- proposal preparation
- plan income-producing activity
- plan special event/gala/benefit

Financial

- evaluation/development of systems
- budget development
- improve cash flow/money management
- planning/forecasting
- contracts
- insurance

Marketing/PR/Communications

- market research/audience survey
- marketing campaign
- development of press releases/copywriting
- development of media campaign
- graphic design
- website design

Personnel

- development of job descriptions
- volunteer program development and evaluation
- general personnel procedures, recruitment and training

Information Technology

- computer hardware/software analysis
- computer/software installation
- conduct computer/software training

Other (please describe):



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BUSINESS VOLUNTEERS FOR THE ARTS

- WHAT:** Business Volunteers for the Arts (BVA) is an alliance of business professionals that empowers nonprofit arts organizations by providing them with free management consulting assistance and strengthened business practices. BVA was established in New York in 1975 and currently has affiliates throughout the United States. San Diego's BVA program was founded in 1990 and is a key business development tool of the San Diego Performing Arts League to reach out to and strengthen local arts groups. 30-40 San Diego BVA projects are completed each year.
- WHO:** Business professionals with at least three years management-level experience are eligible to participate. Prior experience with board development and operations, strategic planning, marketing and public relations, accounting and financial management, legal expertise, fundraising, computer and information systems, graphic design, project management, and meeting facilitation are especially valued in BVAs.
- HOW:** To participate as a BVA, individuals must complete an application and interview. All BVAs must attend training to acquaint them with special needs and issues relevant to nonprofit arts organizations. After orientation, the League staff matches the BVA to a project with a local arts group that corresponds to their personal skills, interests, and schedule. Each BVA project is custom designed to meet specific arts organization needs. Length of project time varies.
- WHERE:** BVA projects are typically conducted at the arts organization's facilities. However, volunteer and client may agree on an alternate site if more practical.
- WHEN:** BVA projects are conducted throughout the year.
- WHY:** The BVA program is the only one of its kind in San Diego. It is the region's most effective way to establish direct, hands-on professional relationships - as well as personal friendships - between San Diego's arts and business communities. Being a BVA gives business professionals opportunities to apply their skills and experience in meaningful community service, interact with people active in the creative process, and expand their personal interest in the arts. For arts groups, working with BVAs is a way to access management expertise and business insight, benefit from professional outside consulting services, and build new contacts and friends in the business community. For all concerned, it's fun and it produces results.
- TO JOIN:** Contact Kevin Kruse, Program Director, via e-mail at kkruise@sdpal.com.