

Hello,

Enclosed are KHSU volunteer application forms. It is very important that you take the time to fill them out completely. Please print legibly and answer as many of the question as possible. (Some of the questions may not apply to you.)

KHSU receives many requests from community members and students to become volunteers. Our need for volunteer help fluctuates at different times of the year.

Below are the steps involved in securing a volunteer appointment at KHSU.

1. Submit an application
2. Do a phone interview
3. Attend the Orientation Seminars (group or individual)
4. KHSU does a two-part applicant evaluation.
 - I. a needs assessment-do you meet our needs
 - II. a skills assessment.
5. On air monitor/production training (one on one)
6. Volunteer Appointment (fill out paper work)
7. Probation period of 6-months (we watch and listen to you)

There are a limited number of volunteers needed for production work. However there are many other ways you can help.

In the Orientation Seminars we provide a background of KHSU, what we do for our listeners, and why. We also cover rules and regulations all personnel must follow for safety, the FCC and compliance with Humboldt State University. We will go through this and more during orientation. You'll also get to meet other people who will be going through the process with you. It can be fun.

Please fill out the application and send it back to KHSU as soon as possible.

Good luck and thanks for applying,

Beth Rogers, Volunteer Coordinator
826.3221
khsu.volunteer@humboldt.edu

*******KHSU Volunteer Application*******
(PLEASE PRINT CLEARLY)

Name: _____ Date: _____
 Address: _____ Daytime Phone: _____
 _____ Evening Phone: _____
 Email: _____ Cell Phone: _____
 Birth Date: _____

Occupation/student (full/part-time) _____

1. KHSU depends on volunteer help for a variety of jobs. The following list suggests some of the areas where help is needed. Please indicate those tasks for which you would be willing to volunteer. **A one year commitment is required for any items under Category P.**

✓	Category P: Production	✓	Category NP: Administrative
	News/Public Affairs		Reception/Answering Phones
	Community Calendar		Light clerical/ typing/filing/mailings
	Music Calendar		Host KHSU booth at local events
	Audio Production		Fund-Raising Events
	Music Programming		Special Projects
	Special Production Projects		Pledge Drive answer phones
	Web Page		Pledge Drive on-air guest/pitching
	Production Training		Pledge Drive set up/clean up
			Volunteer Training

If you have selected only items listed under Category NP, please stop now. You are finished. Please give your application to Beth Rogers, Volunteer Coordinator. Thank you for volunteering. The Volunteer Coordinator will be calling you soon.

If you have selected items from Category P, please continue and complete the entire application.



2. Do you speak any languages other than English? Circle one: **Yes** **No**
If you answered yes, please indicate what language(s) you speak.

3. Do you have previous radio experience? Circle one: **Yes** **No**

4. If you answered yes, please explain in detail your previous radio experience. This can include commercial work, audio production, studio engineering, promotional activities, editing work, and use of computers. _____

5. Do you listen to KHSU or public radio in another community? **Yes** **No**

6. If you answered yes to question five, what shows **do you like** on KHSU or any other public station, and why? _____

7. What **don't you like** about public radio or our local stations? _____

8. Why do you want to volunteer for KHSU? _____

9. Being an **on air** KHSU volunteer requires a commitment of one year. If you are chosen to be an on air host, you are required to attend training and then a monitor shift for a minimum of six months. Please let me know if you can make this commitment.

Yes No

If yes, **please circle** your available monitoring hours below.

M: 6:30-8:15 p.m. / T: 6:30-8:15 p.m. / W: 6:30-8:15 p.m. / Fri. 6:15 p.m.-8 p.m. / Sat: 11:15-1 p.m. / Sat. 1-3 p.m. / Sat. 3-5 p.m.

10. Please provide any additional information about yourself or experience that is relevant to volunteer activities at KHSU which will allow us to get to know you on paper? _____

11. Please list three professional references:

1. _____
Name Address Phone

2. _____
Name Address Phone

3. _____
Name Address Phone

Thank you for your interest in KHSU. Please return your application to:

Beth Rogers, Volunteer Coordinator
KHSU FM
Humboldt State University
1 Harpst St.
Arcata, Ca 95521
telephone 707.826.3221
fax 707.826.6082
khsu.volunteer@humboldt.edu