



Thank you for your interest in volunteering!

The *Imagine/Over the Top* tours will visit 29 cities across North America this year. We certainly couldn't do it without the help of our amazing volunteers! One talented individual will be selected in each conference city to be the Volunteer Production Runner. Volunteering as a Production Runner is a challenging and rewarding behind-the-scenes role that is vital to the success of each conference.

If you are interested in serving as a Production Runner, please read the attached forms detailing the requirements and commitment for this assignment. **In order to be considered you will need to return the following:**

- **Signed Volunteer Production Runner Guidelines**
- **Completed Volunteer Production Runner Application**
- **Signed Volunteer Acknowledgement & Release Form**
- **Signed Volunteer Agreement**
- **Photocopy of your current driver's license and automobile insurance card**
- **Complete the background check (a link will be sent to your email address for you to complete the background check online through Pre-Employ.com)**

You can **fax** your completed forms to **972-424-1717**, or you can **mail** them to:

Women of Faith
Attn: Volunteer Coordinator
820 W Spring Creek Pkwy, Suite 400
Plano, TX 75023

Applicants will be notified of their selection via email approximately four to five weeks before the conference date. **If accepted, applicants will be emailed a link to complete a mandatory background check.** In most cases, applicants who are not selected for the Production Runner position will be offered a different volunteer assignment to earn complimentary conference admission. For information on volunteer tickets and reimbursement policies, please visit womenoffaith.com.

Please let us know if you have any questions. We look forward to seeing you at the conference!

Warm regards,

Volunteer Coordinator
volunteers@womenoffaith.com



Volunteer Production Runner Guidelines

Purpose: To help insure the smooth operation of the event by providing assistance to the Production Crew.

Requirements

- Previous experience as a Women of Faith volunteer is highly preferred
- Willingness to follow directions and be a team player
- Good driving record — must provide proof of insurance and copy of valid driver's license
- Volunteer Application with two references in addition to other required documents
- You will need a cell phone & vehicle during the conference
- Professional, responsible, and reliable work ethic is a must

Commitment

You will need to be present for the following days and times of the conference:

Tuesday	8:00 a.m. – 8:00 p.m.	Friday	9:00 a.m. – 9:00 p.m.
Wednesday	8:00 a.m. – 8:00 p.m.	Saturday	9:00 a.m. – 5:30 p.m.
Thursday	9:00 a.m. – 5:00 p.m.		

Responsibilities

- Contact the Production Director upon arrival at the arena
- Run errands as requested by the Production Director
- Provide general assistance as requested by the Production Director
- Return two-way radio at the end of each day

Attire

Comfortable, casual, well-groomed attire. Recommend a black or dark shirt (T-shirt is acceptable). Jeans are acceptable (inappropriate attire would be jeans with holes, sweatpants, shorts, etc.). The key is comfort, including comfortable shoes since you'll be active and busy. Shoes must be close-toed.

Meals

All meals are provided in Staff Catering.

Parking

Park in the production parking lot and enter at the loading dock. You will receive a parking pass upon arrival.

Backstage Access

This is an individual assignment. You may not bring anyone with you while volunteering. You will receive an all-access pass which must be worn for security purposes.

Tickets

The Volunteer Production Runner will receive four complimentary conference tickets to give out. These can be picked up from the Event Planner upon arrival.

I have read the above requirements and agree to the stated terms.

Signature: _____ Date: _____



Event City: _____

Volunteer Production Runner Application

Full Name _____

Address _____
First _____ *Middle Initial* _____ *Last* _____
City _____ State _____ Zip Code _____

Email _____

Phone (Hm) _____ (Cell) _____ (Wk) _____

Occupation _____ Employer _____

How did you hear about this volunteer opportunity? _____

Please provide a copy of your auto insurance card and driver's license.
Date of Birth: ____/____/____ Driver's License #: _____ State _____
Vehicle Make/Model: _____ Passenger capacity: _____

Your church affiliation _____

Please briefly share your volunteer experience with Women of Faith including position(s) held, year, etc.:

Share why you'd like to volunteer as a Production Runner for Women of Faith:

Please list two or more character references other than relatives that we may contact:

Reference 1
Name _____
Email _____
Phone _____
Nature/Length of Association _____

Reference 2
Name _____
Email _____
Phone _____
Nature/Length of Association _____

Applicant Signature _____ **Date** _____



VOLUNTEER ACKNOWLEDGEMENT & RELEASE FORM

Re: Event Title: _____
Event Date: _____
Event Location: _____

Volunteer Position:

- Arena Team A Arena Team B
- Box Mover Team Bag Distribution Team
- Product Sales Team- please list sales experience: _____

X Other: Production Runner

I, _____, volunteer to assist Women of Faith with the above-described event in cooperation with the leadership coordinating and organizing the event. I am 18 years of age or more, of sound mind and competent to enter into this agreement. I agree that my volunteer service does not mean I am employed by, or have any expectation of future employment with, the Women of Faith or entities that are its parent, subsidiary, affiliate or assumed name, to include (but not limited to) Thomas Nelson, Inc., and its divisions, and any of their officers, directors, and employees (collectively "WOF"). As an expression of my faith and desire for charitable or spiritual service, I voluntarily offer to donate my time and any assistance to WOF without expectation of remuneration or reimbursement of expense or loss.

I agree that as a volunteer I am not entitled to participate in, nor am I covered by, any wages, benefit or insurance policy coverage offered to WOF employees, including but not limited to workers' compensation.

I agree to release WOF from any and all liability related to my volunteer service or participation and attendance at the WOF event, whether for personal injury, property damage or loss of any kind under any state, federal or local law, or for breach of any duty or contractual obligation, representation or warranty, whether implied or expressed, whether caused directly and independently by WOF or vicariously or jointly by or with any other party, to include event co-sponsors, contractors and those owning or operating the premises, facilities or all or part of the event. I AGREE TO RELEASE WOF FROM ALL LIABILITY FOR ITS ACTS, OMISSIONS, ERRORS and NEGLIGENCE related to the event and my attendance at, and volunteering for, the event. My agreeing to this form is a condition of my volunteering and attending the event, which is good and valuable consideration for the release herein. This agreement applies to all events or WOF endeavors that I may volunteer for or participate in, and supersedes all other agreements regarding the subject matter stated herein, and can only be modified by an express agreement referencing this document signed by me and the chief executive officer of WOF.

Signed on the _____ day of _____, 2010

Volunteer's Printed Name: _____

Signature: _____

Address: _____

Telephone: _____

Email: _____

Witness Printed Name: _____

Witness Signature: _____



Volunteer Agreement

Submission of a Volunteer Application assumes that you have read the policies stated below and agree to abide by them.

OUR MISSION

Women of Faith is an interdenominational faith-based women's organization encouraging women of all ages and stages in life to grow in faith and spiritual maturity through a relationship with Jesus Christ and an understanding of God's love and grace. As a volunteer, you are agreeing to be part of our mission to see women set free to a lifestyle of God's grace through the Women of Faith conference experience, books, resources and publications.

YOUR COMMITMENT

1. This is an individual Commitment – you must register individually!

Since volunteering is an individual commitment you may not register multiple people to volunteer.

2. Cancellations

It is your responsibility to contact us in case of cancellation. You are part of a team; if you do not show up you increase the work load of the other volunteers. Please notify the Volunteer Coordinator of your cancellation by email as soon as possible, but *at least two weeks before the event*. We understand that life happens; in case of emergency cancellation, please call 888-493-2484 option 2 as soon as possible.

OUR EXPECTATIONS

As a volunteer, you have certain responsibilities and obligations. Your primary responsibility, of course, is to do a good job with the volunteer role you're assigned. Beyond that, we've found that the best volunteers share certain characteristics.

A successful volunteer:

- Has a positive, willing attitude
- Follows the instructions of the Team Leader; is willing to listen and accept their leadership
- Is a team player -- willing to work with others in a spirit of cooperation
- Shows up on time (or early) to the volunteer orientation and assigned place of service
- Understands responsibilities and asks questions if further clarification is needed
- Respects the privacy of the speakers, special guests, and employees

VOLUNTEER DISMISSAL

Volunteers who do not adhere to the rules and procedures of Women of Faith or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of customers, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

I have read and agree to the Women of Faith Volunteer Agreement.

Signature: _____

Date: _____