



# COMOX VALLEY ART GALLERY

580 Duncan Avenue, Courtenay BC, V9N 2M7  
250-338 6211 volunteer@comoxvalleyartgallery.com

**VOLUNTEER APPLICATION - Please print. All information is treated as confidential.**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home #:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**I am available: (please circle)**      Mon    Tues    Wed    Thurs    Fri    Sat

**I can volunteer for a 3 Hour Shift:**      10:30am – 1:30pm                      1:30pm – 4:30pm

**Areas of Interest: (please check all that apply)**

**Office:** Receptionist \_\_\_ Archiving \_\_\_ Mail Outs \_\_\_    **Gallery:** Show install/take-down \_\_\_ Docent \_\_\_

**Marketing/Outreach:** Circulate materials \_\_\_    **Gift Shop:** Customer Service \_\_\_ Christmas Fair Assistant \_\_\_

**Special Events:** Biennial Auction \_\_\_ Events \_\_\_ Fundraising \_\_\_    **Education:** Workshop Assistant \_\_\_

**How did you become interested in the Comox Valley Art Gallery?**

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**Please indicate your skills, abilities, special interests and certificates that may apply:**

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**Work/volunteer experience:**

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**Please give any other information pertinent to your application:**

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**Three Personal and/or Professional References**

**1. Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

**2. Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

**3. Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

***Volunteers working with children and youth are required to undertake a Criminal Record Check. Please contact Volunteer Comox Valley or your local RCMP for more information.***

The above information is accurate and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a current resume and drop off at the gallery  
or email to [volunteer@comoxvalleyartgallery.com](mailto:volunteer@comoxvalleyartgallery.com)**

**Thank you for your interest in volunteering with Comox Valley Art Gallery!**

For Office Use Only	
Reference Check: _____	Contacted: _____
Interview: _____	Orientation: _____
Placement: _____	