

READING & RADIO RESOURCE

VOLUNTEER APPLICATION

DATE: _____

NAME: _____

ADDRESS: _____
(street) (apt. #) (city) (zip)

HOME COUNTY _____

PHONE: (home) _____ (business) _____ (fax) _____

(E-Mail) _____ (Cell #) _____

HOW DID YOU HEAR ABOUT US? _____

VOLUNTEER AVAILABILITY

circle time of day preferred: 9-12 a.m. 12-5 p.m. 5-8 p.m.
circle day of week preferred: Monday Tuesday Wednesday Thursday Friday Weekends

VOLUNTEER'S PROFESSIONAL BACKGROUND

WORKS FOR: _____

BUSINESS ADDRESS: _____

JOB TITLE: _____

PROFESSIONAL RESPONSIBILITIES: _____

SPOUSE'S NAME: _____

YOUR BIRTHDATE: (month & day, only, if you wish) _____

HOBBIES: _____

SPECIAL SKILLS: _____

WOULD YOU BE WILLING TO VOLUNTEER FOR:

- A NON-READING RESPONSIBILITY? _____
- FUND RAISING ACTIVITIES? _____
- PROMOTIONAL ACTIVITIES? _____
- OTHER AREAS? _____
- COMPUTER TECHNOLOGY? _____
- PUBLIC SPEAKING? _____

READING/RECORDING EXPERIENCE

HAVE YOU EVER READ ALOUD TO CHILDREN? _____ TO ADULTS? _____

HAVE YOU EVER RECORDED YOUR VOICE? _____

HAVE YOU HAD ANY STAGE, VOICE-OVER, RADIO OR TV EXPERIENCE? _____

DO YOU READ MUCH FOR YOUR OWN PLEASURE AND/OR EDUCATION? _____

DO YOU KNOW OF ANY BLIND OR READING IMPAIRED INDIVIDUAL WHO NEEDS OUR SERVICES? _____

VOLUNTEER OPPORTUNITIES

PLEASE understand that your placement in a program must be based on the agency's needs, your hours of availability, and on the suitability of your voice and reading style to a particular program. Openings are not always available in all programs because our needs are sometimes limited and often fluctuate. You may certainly request to be placed on a waiting list or serve as a substitute until a permanent position opens. If there are several openings and your voice is suitable, we will give you your choice as far as possible.

Your evaluation, audition tape and a copy of the audition itself will be included in your letter of welcome or apology. Please allow us two weeks for screening. In some instances, a second audition may be suggested. In all instances, we are happy to suggest several activities for improving areas that are weak. Please see the "Audition Evaluation" on the last page for the elements required for a reader's acceptance.

If we find your voice to be unsuitable for our needs, or if we cannot find a non-reading position for you, PLEASE understand that it is not because your willingness to volunteer is not appreciated, or that you were really not needed in the first place. Our care in selecting readers is solely for the sake of our clients, and our small size determines the number of other activities we can offer.

NTRB (OUR RADIO BROADCAST):

PROGRAM EDITOR - (Non-reading) 1½ hour required mornings; 1 day per week - Saturday and Sunday also. Preparation of two one-hour news programs includes selecting article from Dallas Morning News and Ft. Worth Star Telegram, putting the articles into program format and writing the logs for use by the readers. **TRAINING** is done with Steve Cumming, Station Manager, or with an experienced editor. May be a solo activity or shared with another editor.

NEWS READER - 1½ hours required mid-day; 1 day per week - Saturday and Sunday also. Reading from the Dallas Morning News and Ft. Worth Star Telegram, or from USA Today. Readers work in teams of two. USA Today readers must edit their own program; DMN & FWST readers read from prepared programs. **TRAINING** is done with our Station Manager, Steve Cumming, or experienced reader. Readers are responsible for finding a substitute from our list when needed.

FEATURES READER - (Magazine articles, novels, special newspapers & features) 2 hours, one day each week required, but volunteer may choose their day and time. These are scheduled radio shows and volunteers must be willing to commit to regular participation. **TRAINING** with Nancy Adrian for use of recording equipment and format.

SUBSTITUTE NEWS READER - Volunteer may specify daytime, evening or weekend. Some short notice given, but mostly 1 week advance notice.

COVER-TO-COVER READER – Volunteer selects a book of his or her choice, either fiction or non-fiction, has it approved by the Station Manager and records it in one-hour segments. Once the book is completed, it is aired on the radio. This responsibility requires a strong personal commitment to the completion of each book.

RECORDED BOOKS PROGRAM

READER - 2 hours, 1 day per week; daytime, evenings or weekends - reader's choice. Requires extensive training in use of recording equipment and specific formats for various types of reading. Some readings are shared responsibilities; others are assigned to one reader. In this instance, a strong personal commitment is required. **TRAINING** with Nancy Adrian daytimes or on Tuesday evenings. Three training sessions required.

DUPLICATOR - (Non-reading, technical) 3 hours, 1 day per week (must be scheduled); weekdays and weekends. Could work with a partner. Requires extensive training in use of duplicating equipment, duplicating procedures, and quality control responsibilities. **TRAINING** with Nancy Adrian daytimes or Tuesday evenings, or with an experienced duplicator.

STAFF ASSISTANT

REGULAR - 3½ hours; 1 day a week (a.m. or p.m.), weekdays only. Light typing, scheduling appointments, telephone assistance, etc. **TRAINING** with an experienced assistant requires 1 session.

SUBSTITUTE - Advance notice given. **Any** volunteer is welcome to serve as substitute.

MY CHOICES FOR SERVICE: (It would be best to wait until you have finished the audition to state your choices. After the evaluation, staff may make other recommendations.)

1. _____
2. _____
3. _____

AUDITION EVALUATION

Vocal Recording Quality: _____

Regional Accent: _____

Adult Fiction:

Pace: _____ Timing: _____

Interpretation: _____

Delivery: _____

Energy: _____ Enunciation: _____

Characterizations: (Louise) _____

(Hilary) _____

Phrasing: _____ Accuracy: _____

Textbook:

Pace: _____ Timing: _____

Interpretation: _____

Delivery: _____

Energy: _____ Enunciation: _____

Pronunciation: _____

Phrasing: _____ Accuracy: _____

Editorial:

Pace: _____ Timing: _____

Interpretation: _____

Delivery: _____

Energy: _____ Enunciation: _____

Pronunciation: _____

Phrasing: _____ Accuracy: _____

Adult Fiction:

Pace: _____ Timing: _____

Interpretation: _____

Delivery: _____

Energy: _____ Enunciation: _____

Characterizations: (Ms. Wimberly) _____

Phrasing: _____ Accuracy: _____

Sentences: _____