



RENO AIR RACING ASSOCIATION, INC.

VOLUNTEER APPLICATION

Please complete and email or mail to:

Reno Air Racing Association

14501 Mt. Anderson Street

Reno, NV 89506

Volunteers@airrace.org

Phone: 775.972.6663

YOUR NAME:

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LAST

FIRST

MIDDLE INITIAL

ADDRESS:

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CITY:

STATE:

ZIP CODE:

--	--	--

E-MAIL:

CELL PHONE:

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HOME PHONE:

WORK PHONE:

--	--

E-MAIL:

CELL PHONE:

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Emergency Contact Information

Name:

Relationship:

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Cell Phone:

Home Phone:

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Have you ever attended the Air Races? Yes No

Have you ever volunteered with the Air Races: Yes No

If yes, what area?

Do you have any physical limitations?

As a volunteer, we request that you commit to a minimum of 16 hours/2 days during the event. We hope you will be able to participate more. Most of our regular volunteers work 10 days year after year! Don't be surprised if you get hooked too.

What days are you available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Where would you be interested in working?

- | | |
|--|--|
| <input type="checkbox"/> Anywhere I am Needed | <input type="checkbox"/> Merchandise |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Security/Gate Control |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Site Preparation |
| <input type="checkbox"/> Office | <input type="checkbox"/> Ticket Sales |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Parking Management | <input type="checkbox"/> Retail Booth Operations |
| <input type="checkbox"/> Hospitality Chalets | <input type="checkbox"/> Flight Line Operations |
| <input type="checkbox"/> Pre/Post Event Operations | <input type="checkbox"/> Pilot Registration |

Skills or talents that may be of use to the Races:*

Referred by:

VOLUNTEER CODE OF CONDUCT

Purpose of Volunteer Policies

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Reno Air Racing Association (RARA) reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Volunteer Program Manager, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Volunteer Program Manager.



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Definition of "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of RARA. A "volunteer" must be officially accepted and enrolled by RARA prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of RARA.

Service at the Discretion of RARA

RARA accepts the service of all volunteers with the understanding that such service is at the sole discretion of RARA. Volunteers agree that RARA may at any time, for whatever reason, decide to terminate the volunteer's relationship with RARA.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with RARA. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Representing RARA

Volunteers are asked to NOT contact organizations or individuals on behalf of RARA unless they are given express direction to do so. Prior to any action or statement which might significantly affect or obligate RARA, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, and any agreements involving contractual or other financial obligations.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, client, or other person or involves overall RARA business. Failure to maintain confidentiality may result disciplinary action up to and including termination of the volunteer's relationship with RARA.

Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of RARA 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 clients, staff or other volunteers, failure to abide by agency policies and procedures, failure to maintain the confidentiality of all proprietary or privileged information, and failure to satisfactorily perform assigned duties.

VOLUNTEER UNDERSTANDING

As a volunteer for the Reno Air Racing Association (RARA), I will:

1. Represent RARA with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
2. Follow through and complete accepted tasks.
3. Display respect and courtesy for RARA employees, other volunteers, event participants, visitors, clients and property.
4. Hold in confidence sensitive, private and personal information.
5. Keep the appropriate RARA staff and/or members of the Board of Directors informed of progress, concerns and problems within the areas in which I participate.



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6. Work cooperatively as a team member with RARA employees and other RARA volunteers.
7. Keep personal opinions and actions separate from those made as a representative of this organization.
8. Avoid conduct on duty that would jeopardize the organizations effectiveness.

And, as a RARA volunteer, I will not:

- Use vulgar or inappropriate language.
- Solicit gratuities, gifts or bequests for personal or professional benefit.
- Use or be under the influence of illegal drugs while on volunteer duty.
- Be under the influence of alcohol while on volunteer duty.
- Exhibit personal practices that violate the firm policy of the Reno Air Racing Association (RARA) to prohibit discrimination in hiring, promotions, termination, or other personnel practices based upon race, gender, sexual orientation, national origin, religion, age, disability, or any protected status. Congress has also made such practices illegal by virtue of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, and other applicable legislation. In addition, I will not exhibit any personal practices which constitute any form of sexual harassment including unwelcome sexual advances, conditioning benefits and opportunities on sexual favors, or creating an offensive or hostile environment through sexual jokes, innuendoes, etc., or which give the appearance of sexual harassment.

All volunteers should be in full compliance with this policy. Volunteers violating our anti-discriminatory policy are subject to discipline up to and including termination where appropriate.

If any volunteer feels he or she is the victim of unlawful discrimination, the volunteer must report the situation. He or she should feel free to discuss the matter with his/her supervisor. If the circumstances are such that the volunteer would prefer to discuss this matter with someone else other than his / her immediate supervisor, the volunteer may contact the President / CEO. We will see that the matter will be promptly investigated and handled appropriately.