



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. Training period of 1 to 6 months depending on your skill level (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,

Katie Whiteside
Program Director
katie.whiteside@humboldt.edu
707-826-4807

KHSU Volunteer Application

(PLEASE PRINT CLEARLY)

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

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 Katie Whiteside, Program Director.

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 at least 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:

KHSU FM
Humboldt State University
1 Harpst St.
Arcata, Ca 95521
telephone 707.826.4807
fax 707.826.6082
katie.whiteside@humboldt.edu