



NEVADA DAY INC VOLUNTEER PROGRAM

Mission Statement

To organize the annual celebration of Nevada's admission to the union in 1864 and to use this event to promote education relevant to Nevada history.
To benefit the people of Nevada.



VOLUNTEER APPLICATION

We are thrilled that you have chosen to volunteer with Nevada Day, Inc. As a 501 (c) (3) non-profit organization, we receive no state or government funds to help us manage our operational expenses. We operate on funds generated by the Nevada Day Store and Trading Post, sponsorships to the parade, fundraisers, grants and donations. Volunteers are a vital part of achieving our goals of making the Nevada Day Parade the biggest, best and most educational parade and celebration we can be.

There is a lot of potential within this organization to be a resource of fun, entertainment and educational information for our state. We hope that you find the duties of a **Volunteer** to be fulfilling, rewarding and positive. The following information package includes details about our organization and the roles and responsibilities of our volunteers.

If you have any questions please feel free to contact the Museum Volunteer Program Coordinator.

Once again welcome and thank you!

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Volunteer Director
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A Little History

Nevada Day Inc. was established in 1956 and is a 501c3 Non-Profit organization. It was formed to organize the annual celebration of Nevada being admitted into the Union on October 31, 1864. We celebrate Nevada by hosting the biggest and best parade and celebration in our great state. The Nevada Day Parade just celebrated its 76th year since moving from Reno to our state Capital in 1938. We also host the Governor's Banquet, World Championship Rock Drilling, the famous Beard Contest, Fam Fest, the Telegraph Square Block Party, the Cemetery Tour, the first active Pony Express stop and this last year, the Steampunk Ball. We are growing and developing several projects such as the Battle Born Brew Fest, an online store, unique items only available through the Nevada Day Store and Trading Post and Artist and Authors Nights.

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VOLUNTEER APPLICATION

The Volunteer Program

Volunteers of all ages (16+) are needed in all aspects of Nevada Day Inc, from special event staff and office help to weekly store clerks. Technical savvy volunteers are needed to assist with the input of data into computers as well as sending and receiving emails and faxes. Builders, carpenters, painters and other miscellaneous personnel are needed to help expand, maintain and assist in various events. Volunteers will assist in organizing supplies, events, fundraisers, restock merchandise and assist in day to day operations of the Nevada Day Store and Trading Post.

All volunteers are required to fill out an application as well as maintain a timesheet of their volunteer hours that must be initialed by staff. Every quarter (unless otherwise specified) these timesheets are evaluated and a letter is sent out showing the amount of time volunteered for your records. These letters are especially helpful to students for college applications or satisfying club commitments. Please note all volunteers may have a limited background check performed.

Job Descriptions

Store Clerk	Will be trained as a clerk for the Nevada Day Store and Trading Post to Include knowledge of merchandise, restocking merchandise and assisting patrons with their purchases and any questions they might have.
Special Events Worker	Will assist with special events/fundraisers (this may include assisting children with various activities such as arts and crafts, etc) set up and tear down of special events and fundraisers.
Facilities Assistant	Occasional facility repairs which may include building and grounds.
Parade Marshalls	Assist the Parade Director with lining up parade entries.
Office Assistant	Assist the Executive Board, Board of Directors and the Executive Director in organizing the parade, special events and various other Clerical duties.



VOLUNTEER APPLICATION

To process your application for volunteer service the following information is required. A limited background check may be performed for all Community Service workers.

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Week nights Weekend nights

Interests

Tell us in which areas you are interested in volunteering

- Office (clerical, phones, phone bank, fundraising, filing etc.)
 Retail – Nevada Day Store and Trading Post
 Special Community Events
 Battleborn Brews Bikes and Bubbly
 Governor's Banquet
 Ball
 Nevada Day Parade
 Other

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.



VOLUNTEER APPLICATION

Personal Information

Do you have any physical conditions that need to be taken into consideration, ie., no prolonged standing or walking?

Have you ever been convicted of a felony? _____

If yes, please describe: _____

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

References

Please list two personal references who may be contacted regarding your suitability to serve:

Name_____	Name_____
Relationship_____	Relationship_____
Phone #_____	Phone #_____
Address_____	Address_____
City, St Zip_____	City, St Zip_____



VOLUNTEER APPLICATION

Previous Volunteer Experience

Summarize your previous volunteer experience,

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion,

Thank you for completing this application form and for your interest in volunteering with us.

ALL COMMUNITY SERVICE WORKERS/VOLUNTEERS UNDER THE AGE OF 18 MUST HAVE FORM SIGNED BY A PARENT OR GUARDIAN.

I, _____ hereby give my child, _____

(please print)

(please print)

Permission to work as a Volunteer/Community Service Worker at The Children’s Museum of Northern Nevada.

Signature _____ Date _____

(parent/guardian)

Interviewer Comments