



Welcome and thank you for your interest in volunteering for the Cannon Beach Chamber of Commerce

The Cannon Beach Chamber is successful not only due to the commitment of our members and staff but also due to the dedication of our volunteers. Whether you are helping visitors in the Information Center or working to assist us with our annual special events, you are one of the reasons Cannon Beach is one of the most coveted destinations on the Oregon coast.

Orientation & Training

Staff or a project's lead volunteer will provide you with important information on the Chamber and any specific training required for your volunteer tasks. Orientation is scheduled weekly every Wednesday morning from 11-noon. You are welcome to drop in if you have questions or just want more information about the Chamber. Please fill out the information form in this packet so we can understand more about you and your interests. For most assignments training and supervision will be minimal. If you have any questions or concerns, please do not hesitate to discuss them with us.

Volunteer Rights & Responsibilities

Volunteers are a valuable resource to the Chamber. As a volunteer you have the right to be given meaningful assignments, be treated as equal co-workers, to effective supervision, full involvement and participation, and recognition for important work. We ask that you agree to actively perform your duties to the best of your ability and to remain loyal to the goals and procedures of the Chamber.

Recordkeeping

We want to recognize you for the time you dedicate to the Chamber. Please be sure to record your hours and activities each time you volunteer.

Safety

The Chamber works to protect the health of our volunteers and employees. We aim to provide a safe and healthy working environment. We ask that those working with the Chamber take reasonable care of themselves and those around them. Please help us by cooperating with Chamber policies, procedures and instructions and informing Chamber staff of any safety concerns. The Chamber maintains insurance for volunteers, and an incident report must be submitted in case of an accident.



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Volunteer Registration Form

General Information

Name: _____ Date: _____

Home phone: _____ Email: _____

Work/Cell phone: _____ Contact preferred: Email Phone

Mailing address: _____

Emergency contact:

Name: _____ Relationship: _____

Home phone: _____ Work/Cell phone: _____

Experience

Education: _____

Previous volunteer experience: _____

Skills and Experience you can share (please check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Recordkeeping | <input type="checkbox"/> MS Excel spreadsheet | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Inventory Management | <input type="checkbox"/> Database/Data Entry | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Event Staffing | <input type="checkbox"/> Fundraising Skills | <input type="checkbox"/> Retail/Cash Handling |
| <input type="checkbox"/> Editing/Proofreading | <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Office Skills |
| <input type="checkbox"/> Education/Teaching | <input type="checkbox"/> Journalist/Writer | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Event Program Planning | <input type="checkbox"/> Media/Public Relations | <input type="checkbox"/> Computer Technical |

Other:



Volunteer Interests

Please check all tasks/roles that interest you:

- | | |
|---|--|
| <input type="checkbox"/> Visitor Center Support Staff | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Sandcastle Day (June) | <input type="checkbox"/> Stormy Weather Arts Festival (November) |
| <input type="checkbox"/> Cannon Beach Ambassador | <input type="checkbox"/> Haystack Holidays (December) |
| <input type="checkbox"/> Other: | |

Volunteer Service Agreement

I waive any right of recovery and release the Chamber, its officers, officials, employees and agents, from liability arising from any injury to undersigned, and further agree and undertake to release and hold harmless the Chamber from and against any and all claims, damages, actions, liability and expenses including attorney's fees and other professional fees in connection with bodily injury including death, personal injury and/or damage to property arising from or out of the Undersigned's activities and participation in volunteer services at any of the properties owned by, or affiliated with the Chamber. I further acknowledge and agree that the Chamber does not assume any responsibility whatsoever for my property, and I shall not hold the Chamber liable for any loss or damage to it.

Signature _____ Date _____

For youth under 18 years of age:

Signature of Guardian _____ Date _____

I give my permission to be photographed and have my image used in Chamber publications.

Please contact the Cannon Beach Chamber of Commerce at 503-436-2623 or email us at chamber@cannonbeach.org. Please also visit our website at www.cannonbeach.org.

Thank you for your interest in volunteering for the Cannon Beach Chamber of Commerce!