



PO BOX 484
 MERIMBULA 2548 NSW
 Ph: 02 6494 3238
 www.sapphirefm.org
 e: volunteer@sapphirefm.org

Volunteers Expression of Interest Form

Date		
Name		
Address		
Phone Mobile and / or Landline		
Email		
Next of Kin contact (in case of emergency)	Name	Phone

Sapphire FM encourages community members to join as volunteers. Experience is welcomed, but not crucial. We are always looking for new energy and ideas, however above all we need honest, reliable and confident people prepared to take on responsibilities, with the aim to make this station great.

There are some things you need to be aware of to join our team

- You need to be a financial member of Sapphire FM, \$20.00 fee per annum.
- You will need to sign the volunteers agreement and a presenters agreement (if you wish to be on air)

What would you like to do?

Number in order of preference as many areas that you are interested in.

- Radio Announcing
- Administration: Front desk, collect mail, answer phones and emails
- News Department: Sourcing news, writing copy, editing, presenting news on air
- Music Department: Labelling CDs, organizing library, assisting Music Director
- Events and Fundraising: Organising or helping out with band nights, raffles and community events
- Production: Sound production, recording and editing packages
- Marketing and promotions: Distributing posters and flyers, contacting sponsors
- Interviews: Answering interview requests, scheduling interviews for announcers
- Technical: Fixing CD Players and other equipment
- Programming: Reviewing Content of on air shows
- Other.....

Please specify hours of availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday