

**Henderson County Tourism Development Authority
Volunteer Application**

Date: _____

Name: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Spouses Name: _____

Length of residency in Henderson County: _____

Business/Professional Experience: _____

Past Volunteer Experience: _____

Check the categories in which you are interested: Visitor Desk: ____ Substitute: ____ Festivals: ____

Number of hours that you would volunteer each week: _____

Please list days available: _____

Would you be available for Saturday and/or Sunday work (if so, which day): _____

Would you be available for fill in when a volunteer is absent due to illness or on vacation? _____

Would you like to work on TDA special events: *Garden Jubilee, Music on Main Street, Monday Night Live, Street Dance* _____

Emergency Contact: _____ Relationship: _____

Phone Number: _____ Cell Phone: _____

Please list two references, including address and phone number:

Signature: _____

Information provided on the Henderson County Tourism Development Authority volunteer application is for in-house use, we do not provide third parties with this information.

**There will a 90-day probation period for new volunteers.
All volunteers must agree to and sign the TDA code of ethics.**



HENDERSON COUNTY TOURISM DEVELOPMENT AUTHORITY (HCTDA) VOLUNTEER CODE OF ETHICS

As a volunteer, I understand that I am subject to a code of ethics similar to that of professional employees. I accept the duties and responsibilities of my position and pledge to accomplish them. I further understand that my work complements the work of paid staff members, and I agree to work without monetary compensation.

As a volunteer I...

1. promise to be dependable and, if unable to keep my schedule, to notify an appropriate staff member.
2. will respect confidential information.
3. will be fair in recommending tourism-related businesses and be mindful of avoiding favoritism.
4. understand the need for and accept diversity in the workplace.
5. agree to a performance evaluation (if required).
6. accept HCTDA policies and procedures.
7. will freely share information with the Visitor Services Coordinator or Executive Director.
8. be an ambassador for the HCTDA and tourism in the community.

As a volunteer I can expect to...

1. be treated as a coworker.
2. have an appropriate job assignment.
3. learn about the HCTDA.
4. receive adequate training, supervision, recognition and evaluation.
5. feel free to share information and comments with my supervisor.

Volunteer Services Coordinator

Date

Volunteer

Date

Executive Director

Date