



TFI Special Event Volunteer Application

Dear TFI Volunteer Applicant:

At the Toronto Fashion Incubator, we're always on the look-out for dynamic, enthusiastic and reliable volunteers!

If you're:

- Responsible, friendly, hard working, team oriented and you're fluent in the English language (verbal and written)
- Looking for an amazing opportunity to make fashion industry contacts, gain behind-the-scenes hands-on experience
- Hoping to fulfill co-op/ work-study hours to complete your fashion education
- 19 years of age and older

...then send us your **resume with a cover letter** outlining what you're great at and what you'd like to do along with your completed **TFI Volunteer Application** (see below):

Positions we're looking to fill:

Guest registration, greeters, runway and backstage help, dressers, seat ushers, coat check assistants, program distributors, gift baggers, seminar assistants and more!

Next steps:

After reviewing your resume and application, we'll contact you when an opportunity arises that best matches your skills or desired position and schedule.

We look forward to hearing from you!

Sincerely,

Nina Facciolo
Office Assistant
Toronto Fashion Incubator (TFI)

TFI Special Event Volunteer Application

Please **complete** the following information:

First and Last name			
Address	City	Postal Code	
()	()	<input type="checkbox"/> under 19 years of age	<input type="checkbox"/> over 19 years of age
Telephone - Home	Telephone - Mobile		
E-mail			
Emergency contact		Telephone number	Relationship
()			

Please indicate your area of interest with an "X". You may select more than one:

- | | |
|---|---|
| <p>_____ Guest registration</p> <p>_____ Greeters</p> <p>_____ Runway help (set up/tear down)</p> <p>_____ Backstage help</p> <p>_____ Seat ushers</p> <p>_____ Coat-check assistants</p> | <p>_____ Dressing (previous experience necessary)</p> <p>_____ Program distributors</p> <p>_____ Gift baggers</p> <p>_____ Seminar assistants</p> <p>_____ Any of above</p> |
|---|---|

Please indicate your availability with an "X". Please select as many as applicable:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am – 1pm						
1pm – 6pm						
6pm – 10pm						

Do you need to fulfill co-op or work-study hours before graduating?

_____ Yes _____ # of Hours Required _____ No

When are you available to start?

Do you have any previous related volunteer or work experience that you haven't outlined in your cover letter? Yes No

If yes, please list:

Professional or School References:

	Name	Phone	Relationship & Title
1.			
2.			
3.			

Please attach your resume and cover letter along with this form (3 pages) and email to: tfi@fashionincubator.com.

You can also fax to **416-971-6717, Monday – Friday, 9am – 5pm (EST)** or mail to:
 Toronto Fashion Incubator
 285 Manitoba Drive, Exhibition Place
 Toronto, ON M6K 3C3
 Attn: Volunteer Applications

 Name/ Signature

 Date

Toronto Fashion Incubator (TFI) Volunteer Agreement

Please read each item and check each box to indicate your agreement and acknowledgement:

- I agree that while volunteering, I will devote my full attention to fulfilling the responsibilities of the position
- I will read any and all volunteer handouts and will conduct myself as per the outlined duties
- I agree to attend my scheduled volunteer shift(s) and related meetings. I understand that if I do not arrive as expected, I will not receive work-study hours
- While on duty, if I have any problems, questions or concerns, I will immediately contact my Team Captain or TFI staff
- I will arrange my own method of transportation to and from my volunteer shift(s)
- I will not leave the premises for any reason before the end of my shift without prior approval from my Team Captain or TFI staff
- I will adhere to the TFI volunteer dress code for the entire shift
- I will not consume any drugs or alcohol while volunteering for the TFI
- I am aware that I will not be paid or compensated for my services as a volunteer for the Toronto Fashion Incubator (TFI)
- I agree to comply with TFI's anti-racism and non-discrimination policies
- I will hold TFI harmless from any personal injuries sustained while volunteering
- I will hold TFI harmless from and against any losses sustained to my personal belongings during my shift. The safety of my personal belongings will be my responsibility.
- I understand that my references may be contacted for verification or further information
- I agree to all the terms stated above

Name (printed): _____ Signature: _____

Date: _____

FOR OFFICE USE ONLY

Team Captain Name: _____

Signature: _____

Date: _____