



June, 2007

Enclosed you will find a copy of the revised *Volunteer Handbook* and this Confirmation form. This handbook should be referenced whenever you have a question regarding policies or procedures for ushering at our theater. Please read the entire handbook and return this Confirmation form to the Pioneer Center signed and dated by September 1, 2007. You will not be able to volunteer until the Confirmation form has been received by the House Manager.

There are several policies and revisions that we would like to bring to your attention. Please refer to the handbook for the official policy or procedure guidelines.

- **Inactive Volunteers:** See page 2.
- **Cancellation of a Commitment:** See page 3.
- **Solicitation:** See page 4.
- **Training Sessions/Orientations:** See page 4.
- **How To Sign-Up:** See page 5.
- **Coupons:** See page 6.
- **Medical Emergency:** See page 18.
- **Power Failure:** See page 19.
- **Fire and Evacuation:** See page 19.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE PIONEER CENTER FOR THE PERFORMING ARTS VOLUNTEER HANDBOOK REVISED 2007. I UNDERSTAND THAT THIS HANDBOOK CAN BE REVISED AT ANY TIME BY THE PIONEER CENTER. ANY REVISIONS WILL EITHER BE SENT OUT BY MAIL OR OUTLINED IN THE MONTHLY NEWSLETTER. IT IS MY RESPONSIBILITY TO READ ALL COMMUNICATIONS SENT BY THE PIONEER CENTER. IF I DO NOT RECEIVE A MONTHLY NEWSLETTER I WILL CONTACT THE HOUSE MANAGER.

I UNDERSTAND AS A VOLUNTEER THAT I MUST ABIDE BY ALL PROCEDURES OF THE PIONEER CENTER. VOLUNTEER SERVICE IS AT THE PLEASURE OF THE PIONEER CENTER AND MAY BE REVOKED AT ANY TIME.

VOLUNTEERS WILL NOT BE ELIGIBLE FOR SERVICE WITHOUT COMPLETING THIS CONFIRMATION. CONFIRMATION IS TO BE SENT TO THE PIONEER BY FAX. (686-6630), REGULAR MAIL (100 S. Virginia St., Reno, NV 89501), OR HAND DELIVERED (to Administrative Office).

**TWO SIGNATURE LINES ARE PROVIDED FOR SPOUSES. THANK YOU FOR YOUR PARTICIPATION!**

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SIGNED

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DATE

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PRINTED NAME

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SIGNED

\_\_\_\_\_  
DATE

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PRINTED NAME