



# VOLUNTEER FORM

Submit completed form in full at the end of a production or no later than 24hrs after

### APPLY VOLUNTEER CREDIT TOWARDS (only check one)

- For class requirement  
(NAME OF CLASS) \_\_\_\_\_
- For class credit discount / experience

Note: volunteer credits can only be accumulated for a total amount of half the cost of an FPA course.

\_\_\_\_\_  
PRINT YOUR NAME                      SIGN

\_\_\_\_\_  
PHONE #                                      Email

### INFORMATION ON THE PROGRAM YOU HAVE VOLUNTEERED FOR

-Check which crew positions you helped in  
-Only one member can earn credit per equipment position.

- Studio Camera    Field Camera    Lightworks    Audio    Lighting
- Video/audio editing    CG/Xpression    Floor Directing
- Teleprompter    Tech Directing    Radio playlist    Makeup for TV

\_\_\_\_\_  
DATE OF PRODUCTION                      START AND END TIMES

\_\_\_\_\_  
PROGRAM NAME:

\_\_\_\_\_  
PRODUCER NAME                              PRODUCER SIGNATURE



### 1. Volunteering for Class Requirements:

Some courses require completion of a volunteer session to earn the class certificate, please consult our catalog for details. Therefore, for training purposes your volunteer work needs to be in the same equipment position(s) covered in the course.

### 2. Volunteer for Class Credits:

This credit program, as envisioned by the Board of Directors, allows active members to earn class credits to help with the cost of future training programs. To begin earning such credit active members must volunteer on approved FPA productions and in equipment positions already certified in our records. Each volunteer session equals \$20 in volunteer credits. For a studio session, this means helping in a 3-hour shoot or the length of the full reservation time block. Similarly, a 3-hour field shoot or editing session also equals \$20 in credits.

To receive full credit for a volunteer session always remember to submit a completed green volunteer form to staff **within 24hrs** of helping a producer. Make sure the producer has signed and completed the bottom half of the form prior to submitting.

Members cannot earn credits for working on their own productions, but may earn them by helping other certified FPA producers. **All credits earned remain valid for use until the membership expires and members can use them to earn a rebate of up to 50% of a course fee.**

### 3. How to use the credits:

Members can use their class credits to receive a rebate of up to 50% of the original course fee. Course fees are due in full upon registration; however, once a course begins our Accounting Department will begin issuing rebates to qualified members. All rebates are handled by check and mailed out to students but please allow two weeks for processing.

Important: Qualifying members can combine our senior discount, our student discount and their class credits to reach the maximum 50% rebate option.

<b>EQUIPMENT ROOM STAFF USE ONLY</b>
Date/Time: _____ Received by: _____

<b>TRAINING DEPT USE ONLY FOR CLASS CREDIT USE</b>
Received date: _____
Entered in our records by: _____