



## **Volunteer Handbook**

## I. What is Allied Arts

### **Mission Statement**

Allied Arts of Whatcom County is dedicated to the arts in our region by empowering local artists through organized festivals and events, enriching our local school children through educational outreach programs, and working as a liaison to art enthusiasts of all ages, within our uniquely creative community.

### **Vision Statement**

Allied Arts of Whatcom County is a nonprofit 501(c)3 corporation whose vision is to enliven and promote the artistic identity within our community and make our region an arts destination and creative, vibrant place to live.

### **Allied Arts at a Glance**

1. **History** - AAOWC has been serving and enriching the artistic community since 1979 by sponsoring community events, arts education, and leadership in the arts.
2. **Who We Serve** - Over 150,000 people are served annually in Whatcom County through our events, support of local artists, and arts in the education.
3. **Who We Are** - Our membership numbers approximately 400 which includes local artists as well as art patrons and community supporters.
4. **Our Importance** - AAOWC is the only arts organization of its kind in the region offering important community events and festivals, educational programs, and strong leadership in the advocacy for and development of the arts in the community.
5. **Our Leadership** - AAOWC serves a vital role in the arts by regularly providing information and networking opportunities for artists, craftspeople and art patrons.
6. **Our Programs** – AAOWC has founded and sponsors a number of yearly community festivals as well as an Arts Education Project (AAEP) dedicated to supporting the arts in school curriculums and activities.

### **Goals**

1. **Strengthen** membership and volunteer recruitment in order to create a stable and sustainable organization.
2. **Continue** to provide opportunities to arts related businesses within our community in order to keep active locally.
3. **Build** our successful projects as well as obtain financial support for new, small organizations and expand our membership of artists and art patrons.
4. **Grow** and provide our arts related curriculum to the Whatcom County school systems, supporting youth through creativity and stimulation, and continue fundraising for arts education in order to provide services to these ever expanding programs.
5. **Expand** outreach and collaboration with the local community to establish knowledge of the possible ways to get involved, and to document, promote, and raise awareness of art opportunities and organizations within the community.

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## II. Introduction to the Organization

### A. Our History

AAOWC has been serving and enriching the artistic community since 1979 by sponsoring community events, arts education, and leadership in the arts. Ever since our major achievement of successfully campaigning to save the Mt. Baker Theater in the 1980s, AAOWC has been the instigator for a wide range of art programs and businesses such as the Boulevard Park Pottery Studio, Downtown Gallery Walks, Whatcom Story Tellers Guild, Procession of the Species Parade, Whatcom Artist Studio Tours, and other arts-related grassroots endeavors and projects.

### B. Who We Serve

Over 150,000 people are served annually through our events, support of local artists, and arts education. AAOWC specifically serves over 6,000 school children per year participating in our educational programs, over 400 Artist Members, close to 100 art-supporter members, emerging artists, established artists, downtown business owners, arts organizations throughout the community, and the entire community of Bellingham, Whatcom County, and the surrounding area.

### C. Who We Are

Our membership numbers approximately 400 which include local artists as well as art patrons and community supporters. Representing 80% of our membership, artists have a broad range of professional experience from emerging through established artists professionals. Our corporation is comprised of 7 board members, 2 full-time employees, 2 part-time employees, and contracted work-study interns and 100s of volunteers.

### D. Our Goals

We have a number of long term goals we wish to pursue and which every employee and volunteer can help us meet. First, we must strengthen the membership and volunteer recruitment in order to create a stable and sustainable organization. Further development of a variety of volunteer opportunities for education and community service is vital to this plan. Second, to continue to provide opportunities to arts related businesses within our community in order to keep active locally. We must continue to build our successful projects as well as obtain financial support for new, small organizations and expand our membership of artists and art patrons. Third, we must continue to provide and grow our arts related curriculum to the Whatcom County school systems, supporting youth through creativity and stimulation, and to continue fundraising for arts in the education in order to provide services to these ever expanding programs. Lastly, we must continue to provide outreach and collaboration with the local community to establish knowledge of the possible ways to get involved, and to document, promote, and raise awareness of art opportunities and organizations within the community.

**E. Why Should I Support AAOWC?**

AAOWC continues to be the only arts organization of its kind in the region offering important community events and festivals, diverse educational programs, and strong leadership in the advocacy for and development of the arts in the community for which there is no substitute. Supporting AAOWC now is an investment in our cultural future. By increasing access to arts education, you can help build a more culturally literate community. Studies have clearly established that the type of programs and opportunities offered by AAOWC improve the lives of individuals as well as our broader community by improving rates of academic success in reading, math and language proficiency, self-esteem for both children and youth, levels of empathy and tolerance for others, economy of the community, community pride, and quality of life for individuals and communities.

**F. What it means to be a Leader in the Arts**

AAOWC serves as the only local agency regularly providing information and networking opportunities for artists, craftspeople and art patrons. Through providing newsletters, meeting opportunities, lecture series, artist workshops, and a portal to local arts information, directories, and opportunities through our website, AAOWC functions as the most vital networking tool for arts in Whatcom County. Furthermore, since 2002, AAOWC and the City of Bellingham have worked with Americans for the Arts producing series of Arts and Economic Prosperity Reports specific to Bellingham. This Washington D.C. based organization uses census information and other information collected locally to determine the effects the arts have on the economy of communities across the country. AAOWC helps disseminate this information to a wide variety of audiences, advocating for increased public understanding of the value of the arts to individuals, as well as in communities. Each February, AAOWC has coordinated a bus to take arts supporters to “Arts Day Washington,” the advocacy day in Olympia hosted by the Washington State Arts Alliance.

### III. Allied Arts Primary Programs

AAOWC partners with many local businesses and programs to bring the arts to our community, and we are constantly looking for new ways and more funding to provide even more unique opportunities for our members, artists, patrons, and fellow citizens to experience the arts. Listed below are the festivals and projects created and sponsored by AAOWC.

#### A. **Holiday Festival**

Each year AAOWC hosts this six-week-long arts and crafts festival. Featuring over 100 regional artists, craftspeople, and performing artists, this juried event pursues top quality original art and crafts with a focus on excellence in presentation. A long-time holiday shopping tradition for many in the community, this event attracts more than 25,000 shoppers. Festival proceeds support the visual, dance, and theatre arts through AAOWC programs.

#### B. **Bellwether Arts Market**

The Port of Bellingham and AAOWC presents the Bellwether Arts Market, an art fair series taking place on Sundays throughout August from 10:00am – 4:00pm at the Tom Glenn Common on Bellwether Way. While at the festival visitors will be able to enjoy the views of the San Juan Islands, the stunning Bellingham Bay, and the Cascade Mountains along with the distinctive snow-capped Mt. Baker. The Market is an arts festival for all ages and includes artists' booths, vendors, and live entertainment. The festival will include face painting, interactive arts activities for youth, led by Allied Arts' remarkable Teaching Artists, and different performances each week.

#### C. **Allied Arts of Whatcom County Gallery**

The AAOWC Gallery presents exhibits focusing on local and regional artists that include both solo and group shows connecting emerging and established artists with the community by building audiences and attracting patrons. The Juried Artists Series offers members an opportunity to be juried into the downtown gallery for a month-long show. The Gallery is open to all and admission is free.

#### D. **Allied Arts Education Project (AAEP)**

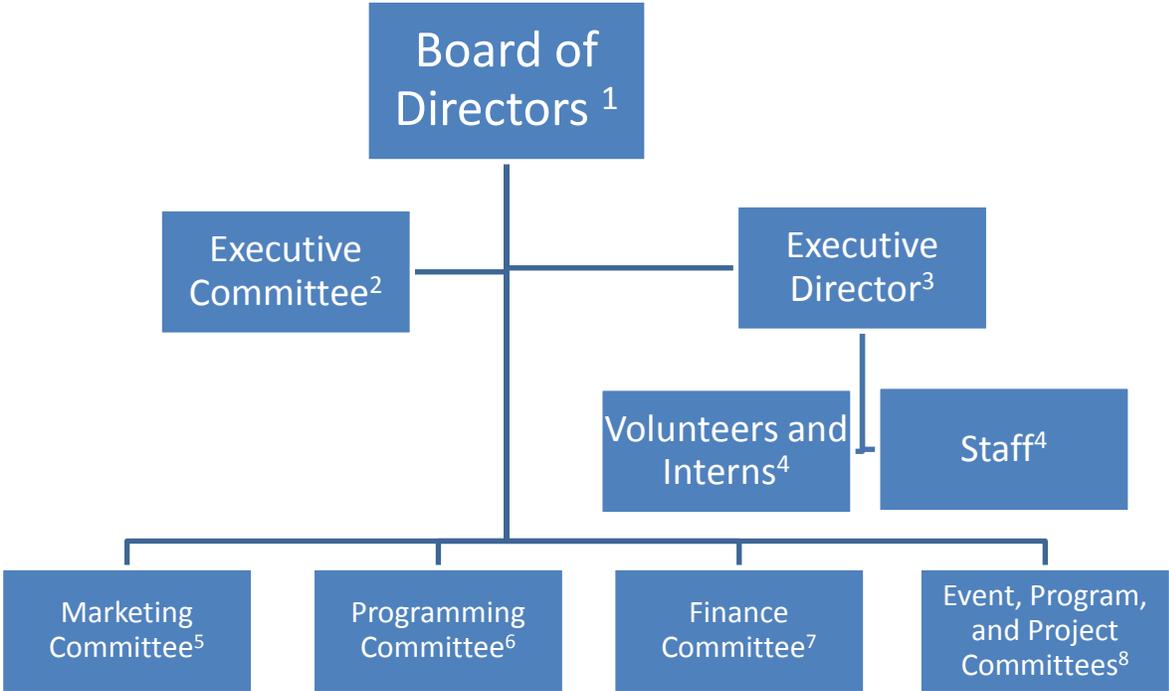
Developed in 1999 as a partnership between community-based cultural organizations, school districts, artists, and educators, AAEP is designed to provide arts education directly linked to curriculum requirements in schools. AAEP focuses on reaching kids through visual arts, dance, theatre, and artist residencies in classrooms. The program also provides professional development for teachers lacking arts training, and artists lacking educational experience. In addition, this program trains and mentors educators and assists with the implementation of the Essential Academic Learning Requirements in the Arts through workshops and residencies. More than 8000 students in Whatcom County benefit annually by the work of AAEP and over 45 teaching professionals and 30

teaching artists took part in the professional development opportunities provided through this program. AAEP is partially funded by the Washington State Arts Commission and The National Endowment for the Arts. Other participating organizations include Mount Baker Theater, Whatcom Museum of Art and History, Western Washington University's Dance and Theatre Departments, Bellingham School District, Ferndale School District, Pickford Film Center, Spark Museum of Electrical Inventions, and the Mount Baker School District.

**E. Children's Art Walk**

As a part of the AAEP, the Children's Art Walk showcases the visual, theatre, dance, and music arts of students participating in the AAOWC Education Project. Each year the Project celebrates the imagination and creativity of children by partnering with teachers, parents, and school administrators. Children's Art Walk displays the artwork of students from over 25 schools in more than 60 business venues. In past years, over 4000 children have participated in the program.

IV. Organization Structure



## Organization Structure

1. **The Board of Directors** manages the affairs of the corporation and may employ staff to implement corporate policy. Directors are elected by the Board and must not be paid employees of Allied Arts.
2. **The Executive Director** is elected by the Board of Directors and is responsible for carrying out the mission and policies of Allied Arts.
3. **Executive Committee** acts on behalf of the Board of Directors between meetings and on emergent issues, subject to established policies and plans. It provides direct support to the Executive Director and is chaired by the Board Chair.
4. **Staff, Interns, and Volunteers** assist the Board of Directors and the Executive Director in carrying out the programs and mission of Allied Arts.

### Standing Committees

5. **Marketing Committee** recommends policy related to all aspects of marketing for Allied Arts. This committee will review all communication pieces for compliance with policy and established plans.
6. **Programming Committee** recommends policies relating to programs that Allied Arts undertakes or plays a part in.
7. **Finance Committee** recommends policies related to Allied Arts finances and will monitor, on at least a quarterly basis, the finances and the financial policies of the organization.
8. **Event, Program, and Project Committees** recommends, oversees, and organizes Allied Arts' yearly events and programs as well as overseeing new projects.

## V. Volunteer Expectations

As an Allied Arts volunteer you will be evaluated based on the following goals. Please see the attached Volunteer Evaluation form in [Appendix D](#) for a copy of the Volunteer Evaluation form.

### 1. Exemplify Allied Arts Mission

Volunteers are expected to understand the mission of Allied Arts and exemplify the values of the organization working within their role as a volunteer and within the greater community.

### 2. Understand Volunteer Responsibilities

Volunteers are expected to ask for clarification if they do not have a comprehensive understanding of the tasks they are given.

### 3. Be Honest and Have Integrity

Volunteers are expected to exercise good judgment within their work as representatives of the Allied Arts organization.

### 4. Be Dependable and Punctual

Volunteers are expected to commit to deadlines associated with their tasks, and attend any necessary volunteer trainings or meetings associated with their position.

### 5. Participate as a Member of the Team

Volunteers are expected to uphold positive working relationships with other Allied Arts volunteers and staff members.

### 6. Follow Policies and Procedures

Volunteers are expected to have fully read the Volunteer Handbook, including its Policies and Procedures, and abide by these guidelines in their positions.

### 7. Show Initiative

Volunteers are expected to take initiative in order to achieve their position-specific goals, the mission of Allied Arts, and completion of assignments and projects.

### 8. Be Flexible

Employees are expected to maintain a positive attitude and active responsiveness to changing work requirements.

## VI. Volunteer Orientation

### A. Scheduling

For scheduling hours make sure to check the calendar on the front desk as well as the Google doc calendar. If you are unable to volunteer during your scheduled hours call Katy or Kelly. Calling sooner than later is greatly appreciated.

### B. Breaks

If you need to leave the gallery to use the restroom (located at the back of the building) or pay your meter (\$.75 an hour) notify one of the staff in the back. There is a small microwave, water cooler and a few dishes in the back office which you are free to use. Please clean up after yourself and wash any dishes that you used.

### C. Parking

There are numerous parking areas in downtown Bellingham. The attached map (Appendix A) shows the locations of long-term parking.

### D. Multi-Line Phone

Answer all phone calls in a timely and polite manner. If there is a question you do not know the answer to refer to the staff or senior volunteers or take a message. The phone is a multi-line phone so you may answer any call for any line from any desk.

### E. Supplies

Most office supplies can be found on the white bookcase next to the copier. Hanging supplies and extra office supplies are located in the storage room with the green door. (Yellow key tag) Cleaning supplies are located in the storage room next to the handicap bathroom. (Red key tag)

### F. Gallery Attendant

Number one priority is to greet anyone who enters the gallery. Make sure to explain the current exhibit and offer assistance if needed.

### G. Exhibits

Exhibits are usually changed on a monthly basis. Upon the installation of a new exhibit please take the time to become familiar with the new pieces and read any available material posted on the walls or brochures so you can answer questions from visiting guests. If you should have any questions on the exhibits or artist(s) ask Katy for clarification.

### H. Memberships

Memberships run \$35 and up. Please become familiar with the benefits and requirements for each level of membership. To sign a person up for a new membership or to renew a membership you will find the membership applications on the information table. Remember to follow the purchasing procedures from the 'purchases'

section of the orientation when charging someone for membership.

## I. Purchases

Most art pieces during exhibits are for sale, including the children's art cards found on the wire rack. To process a purchase...

- Put a red dot sticker on the piece's wall tag, which can be found in the gallery volunteer desk, to indicate that it is no longer for sale.
- All purchases are to be documented on a gallery sales receipt, (found in the top desk drawer), the pink copy goes to the customer, the white to Judy's box and the yellow copy goes to Katy.
- Checks written for the exact amount of purchase are put in Judy's box in the back (checks should be written to Allied Arts of Whatcom County).
- If the purchaser uses cash, the petty cash box can be found in the left hand, bottom drawer of Judy's desk.
- If the purchaser uses a credit or debit card run it through the credit machine.
  1. **Swipe** card and follow instructions on the screen.
  2. **Attach** the first printout to a gallery sales receipt, membership form or other documentation.
  3. **Put in** the "Bookkeeping/Judy" cubby box
  4. **Please**, all transactions run through the credit machine **MUST** have documentation attached to the printed credit card receipt and placed in the bookkeeping cubby.

## VII. Policies and Procedures

### A. Discretion to Change

The procedures, guidelines and benefits described below are subject to change, without notice, by Allied Arts of Whatcom County (“Allied Arts”) in the exercise of its sole discretion. These procedures and guidelines are intended to assist Allied Arts in managing its business, and are not intended to create any rights to continued employment.

### B. Equal Opportunity Employer

Allied Arts is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of race, religion, color, sex, age, national origin, handicap, or any other status or condition protected by local, state or federal law, except where a bona fide occupational qualification applies.

### C. Sexual Harassment

Sexual harassment has serious consequences, not only for the employees involved, but also for the entire organization. All employees are responsible for assuring that the workplace is free from sexual harassment. Because of Allied Arts’ strong disapproval of offensive or inappropriate sexual behavior at work, avoid any action or conduct which could be viewed as sexual harassment. If unwelcome sexual advances, requests for sexual acts or favors or other verbal or physical conduct of a harassing nature are encountered, immediately bring the problem to the attention of the Executive Director or any member of the Board of Directors.

### D. Policy Regarding Drugs and Alcohol

Allied Arts is dedicated to maintaining a high level of public respect and confidence. While on the job, each volunteer is expected to avoid any behavior indicative of a lack of concern for the safety or wellbeing of his or her fellow workers, members or other people of the public. Toward these goals, Allied Arts forbids the use or possession of any quantity of illicit drugs or alcohol during working hours or illicit drugs in and about its premises at any time. Volunteers may not report to work while under the influence of illicit drugs or alcohol. Volunteers may be requested to submit to sobriety or drug tests at any time and without prior notice. Furthermore, Allied Arts reserves the right to search desks, offices, and other company property at any time.

### E. Smoking

Per Washington State law, smoking is not permitted in any part of the Allied Arts building or within 25 feet of any main entranceway.

**F. Confidentiality**

Allied Arts volunteers may have access to proprietary business information. Your position with Allied Arts is one of trust and confidence. You are required to use your best efforts and utmost diligence to protect and keep the trade secrets and proprietary information of the organization.

**G. Questions and Concerns**

You are encouraged to bring your questions and concerns to Allied Arts' attention by discussing the issue with your supervisor. If you do not believe a question or concern has been adequately resolved by your immediate supervisor, it should be directed to the President of the Board of Directors.

**H. Insurance**

Allied Arts carries general liability for employees and volunteers in case of injury but does not offer health insurance or other benefits to volunteers or employees at this time.

**For further guidance on Allied Arts of Whatcom County's Policies and Procedures see the Employee Handbook's Extended Policies and Procedures.**

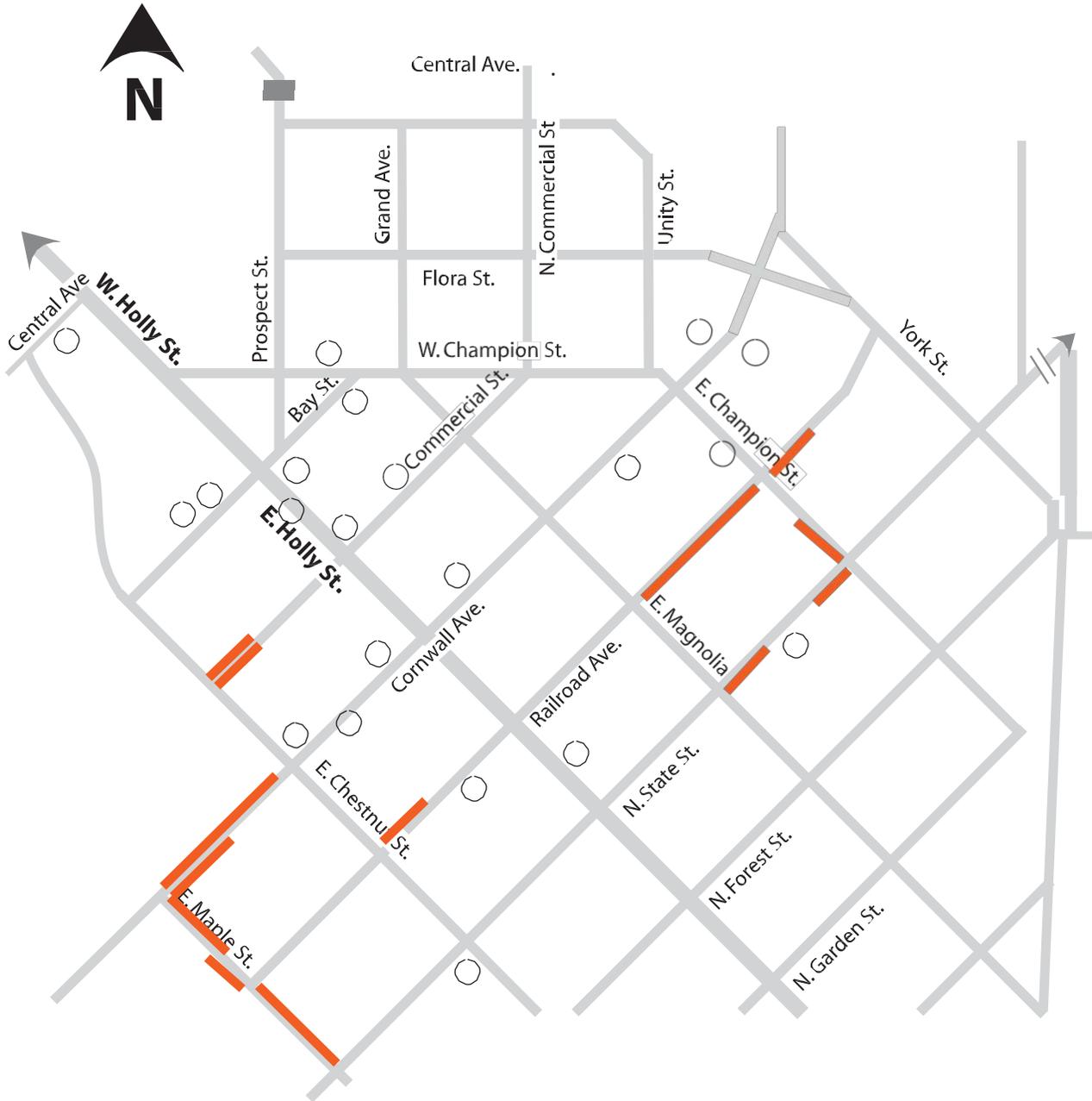


## **Appendices**

Appendix A

DOWNTOWN BELLINGHAM PARKING

8-hour meters are shown in orange, cost: \$.25/hour.



For questions about parking, contact Parking Services at 778-7780

## Appendix B

### Allied Arts of Whatcom County Contact Information

**Office and Gallery:** 1418 Cornwall Ave Bellingham, WA 98225

**Hours:** M-F 10AM-5pm, Saturday 12PM-5PM

**Telephone:** (360) 676-8548

**Fax:** (360) 650-9137

**Mailing Address:** PO Box 2574 Bellingham, WA 98227

**Website:** [www.alliedarts.org](http://www.alliedarts.org)

**General Information:** [info@alliedarts.org](mailto:info@alliedarts.org)

**Membership:** [membership@alliedarts.org](mailto:membership@alliedarts.org)

**Executive Director:** Kelly Hart

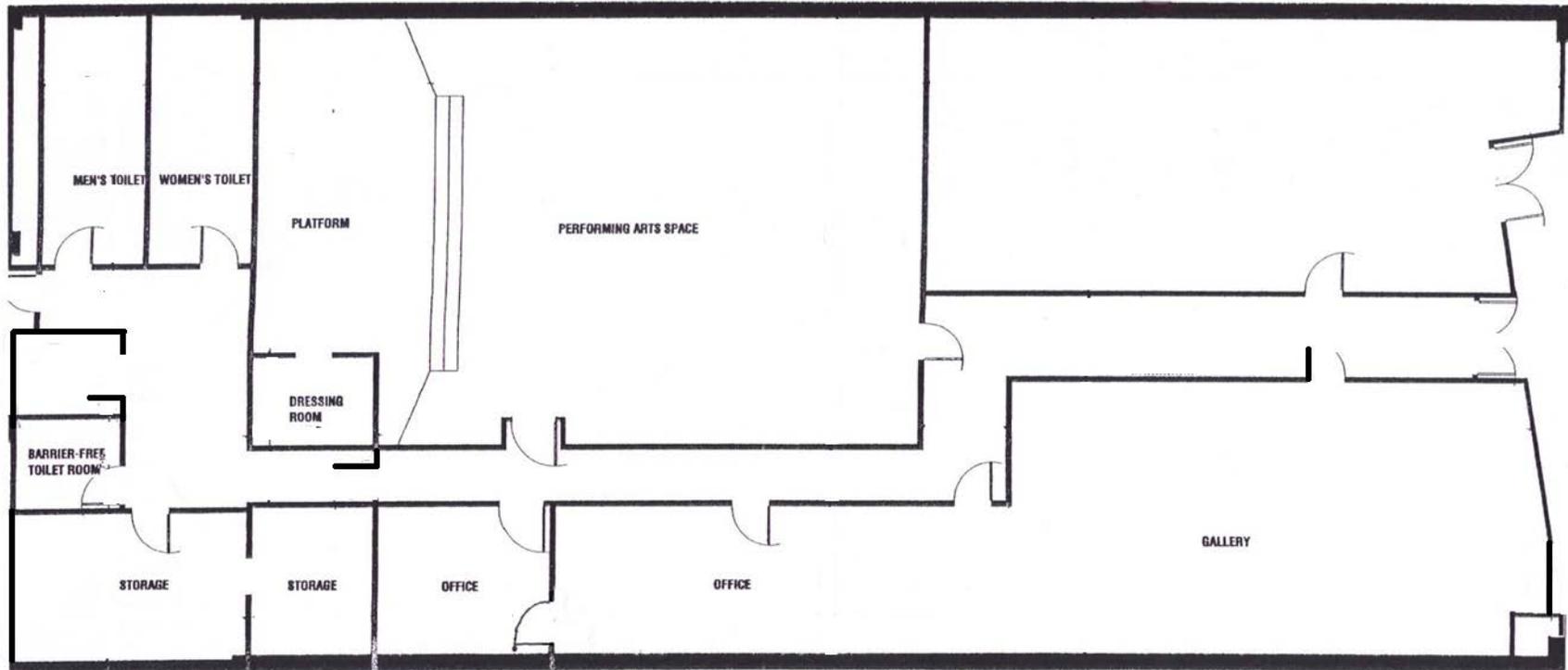
**Contact:** [Kelly@alliedarts.org](mailto:Kelly@alliedarts.org)

Appendix C

Allied Arts

Floor Plan

1418 Cornwall Ave., Bellingham, WA 98225



Appendix D



Allied Arts Evaluation of Volunteers

Name of Volunteer: \_\_\_\_\_ Name of Evaluator: \_\_\_\_\_  
Date of Evaluation: \_\_\_\_\_

Length of Time Spent as a Volunteer (ex. 6 months): \_\_\_\_\_

Types of Volunteer Positions held:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Excellent Performance in the following areas:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Areas with opportunity for improvement:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Work Relationship:

Needs Work    Satisfactory    Excellent

1. Relations with other volunteers....

1	2	3	4	5
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2. Relations with staff.....

1	2	3	4	5
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3. Relations with the public.....

1	2	3	4	5
---	---	---	---	---

4. Commitment to deadlines.....

1	2	3	4	5
---	---	---	---	---

5. Clarification of tasks assigned.....

1	2	3	4	5
---	---	---	---	---

6. Initiative.....

1	2	3	4	5
---	---	---	---	---

7. Flexibility .....

1	2	3	4	5
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Appendix D

Goals met by volunteer (see goals set in the volunteer’s application form or pervious evaluation form):

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Areas for Improvement:

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New goals (to be agreed upon by both the evaluator and the volunteer):

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\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

