



## RECRUITMENT OF VOLUNTEER WORKERS

### Introduction

Sasaran Art Association , again, will host the prestigious " Sasaran international art Festival 2014" at Sasaran on 27th Nov 2014 to 8th Dec 2014 with the theme of "ART in the AIR "

During these 12 days, many activities will be held such international artists workshop, seminars, exhibitions, wall painting, street performance, painting competitions, Children Creative Camp, gala dinner, cultural show and other activities related art and communities.

With such a huge events, SAA require many resources, especially the volunteer worker to assist us to make this festival a successful one.

Those who is interested to assist us, either full time or part time in the stated period or may apply by fill up the form attached, and I am sure you will experience work together with those international artists from more than 20 countries and enjoy the stay during the period.

### 招募义工

#### 简介

傻傻然艺术协会再次于沙沙兰举办“2014年沙沙兰国际艺术节”，日期为2014年11月27日至12月8日，主题为“疯艺疯”。

在这为期12天的艺术节，将举办多项活动如国际艺术家工作营，座谈会，展览，壁画，街头艺术表演，绘画比赛，学生艺术工作营，文化表演及其他有关社区与艺术的活动。

为了顺利进行这项巨大的国际艺术节，傻傻然艺术协会需要各方面的资源鼎助，尤其是需要义工们的协助，以让我们能把这国际艺术节办得成功。

我们希望有兴趣协助我们的人士，无论愿意全日或半日在所规定的艺术节期间成为义工者，可填好所附上的义工申请表格，申请参与我们的队伍。在这12天里你将获得体验与来自超过20个国家的国际艺术家一起工作，活动及在沙沙然渔村生活的宝贵经验。





## SASARAN INTERNATIONAL ART FESTIVAL 2014

### 2014 年沙沙兰国际艺术节

#### VOLUNTEER WORKER REGISTRATION FORM 义工登记表格

Name 姓名 : \_\_\_\_\_(E) \_\_\_\_\_(C)

Gander 性别 : Male/Female 男/女 I/C No 身份证号码 \_\_\_\_\_

Date of Birth 出生日期 : \_\_\_\_\_ Occupation 职业: Student 学生 / \_\_\_\_\_

Address 地址 : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No 联络号码: \_\_\_\_\_ Emergency Contact No 紧急联络号码: \_\_\_\_\_

Date of Attending: Nov - 26/27/28/29/30, Dec - 1/2/3/4/5/6/7/8, throughout the event  
服务日期 ( please circle the date which can be presence 请圈起可出席服务的日期)

Time 时间 : \_\_\_\_\_ am, \_\_\_\_\_ pm

My T-shirt size T-衫号数: Small/Medium/ Large/Extra large

Language 语言 : Mandarin/English

For organizer:

\*Person to contact/send in the application form 联络负责人:

**Mr. Tan Kang Sang** - h/p : **019- 3362493**  
- Email : [kstan@dttkr.com](mailto:kstan@dttkr.com)



Dear Organizing Secretary:

I, with the personal particular stated above, wish to participate the event as the Volunteer worker as the date circled.

I agreed to abide to the Rules and regulations as stipulated as attached and the instructions given by the Section Head of the Volunteer workers.

Herewith enclosed the Letter of consent from my parents / Guardian for your reface.  
I declare all the information given above are true and correct.

Your acceptance of my applications would be much appreciated.  
Thank you

致工委会秘书:

本人，仅以呈上的个人资料，愿意成为沙沙然国际艺术节的义工，在所圈的日期期间为艺术节服务。

本人愿意遵守大会所规定的章则及服从义工部门组长的指令。

兹随函附奉父母/监护人的同意书以供见证。本人宣告以上所提供的个人资料是真实和正确的。  
如您接受我的申请，将不胜感激。

谢谢

Yours truly

..... 敬上

Name 姓名: ( )





**SASARAN INTERNATIONAL ART FESTIVAL 2014**  
**VOLUNTEER WORKER (for worker below age 18 years old)**  
**CONSENT LETTER**

Dear Organizing Secretary,

I, \_\_\_\_\_ IC No. \_\_\_\_\_ as the parent/guardian agreed and consented that my Child, Name \_\_\_\_\_ (C) \_\_\_\_\_ to participate in the above activities held by your association.

I understand that may be risks involved and the organizer will try to take care and sufficient safety precautions at their best ability.

I agree to indemnify Sasaran Art Association and its committee and any related person who are involved in facilitating this activity from liability or responsibility whatsoever including damage or injuries and /or loss of life which might occur while he/she is participating in the activity.

If my child required any treatment during the event, I authorize the organizer to apply appropriate medical treatment to him/her.

Yours truly,

.....  
Name:

Contact No: .....

Date: .....

**2014 年沙沙兰国际艺术节**  
**义工（十八岁以下）家長同意書**

致工委会秘书:

本人 \_\_\_\_\_ 身份证号码 \_\_\_\_\_ 同意敝子弟

\_\_\_\_\_ 身份证号码 \_\_\_\_\_ 以义工身份参加傻傻然艺术协会于 2014 年 11 月 27 日至 12 月 8 日举办的沙沙然国际艺术节活动，并要求子弟于活动期间遵守一切纪律及规范等规定，並於活動結束後準時返家，如不遵守規定違反紀律，愿自行負責。本人了解活动期间可能涉及的风险，而主办当局将会尽最大能力照顾及采取足够的安全预防措施。对于在活动进行中可能发生的意外，损伤及受伤或生命损失，本人同意傻傻然艺术协会及其理事或有关活动负责人无须负起任何责任或赔偿。

如敝子弟在活动期间需要医药治疗，本人同意授权于主办当局对他/她应用适当的药物治疗。

家長(監護人)姓名: \_\_\_\_\_ 簽章(請簽全名或蓋章): \_\_\_\_\_

联络号码: \_\_\_\_\_ 簽章日期: \_\_\_\_\_





## SASARAN INTERNATIONAL ART FESTIVAL 2014

### VOLUNTEER WORKER

### RULES & REGULATIONS

Dear Organizing Secretary,

I agreed to abide to the Rules and Regulations below:

#### **1.0 General**

- 1.1 Organizer : Persatuan Kesenian Sasaran Kuala Selangor (SAA)
- 1.2 Event : Sasaran international Art Festival 2014
- 1.3 Theme : ART in the AIR
- 1.4 Department: Department Head of Volunteer Recruitment (Head of VR)
- 1.5 Period : 27th Nov To 8th Dec 2014
- 1.6 Venue : Pekan Sasaran
- 1.7 Duty Hour : 9.00am to 5.00pm on duty day.
- 1.8 Meal Time : Breakfast - 8.00am to 8.55am  
Tea Break - 10.30am to 11.00am  
Lunch - 1.00pm to 2.00pm  
Tea Break - 3.30pm to 4.00pm  
Dinner - 6.30pm to 8.00pm
- 1.9 Special Event: Campfire (CF), Open ceremony (OC), Cultural show (CS), Closing ceremony (CC)

#### **2.0 Items provided by the organizer**

- 2.1 Priority to participate in any activities during the event with the recommendation of Head of VR.
- 2.2 Participation Certificate will be awarded.
- 2.3 2 pieces of the event T shirt will be provided.
- 2.4 Insurance coverage throughout the period.
- 2.5 All meals

#### **3.0 Attendance**

- 3.1 To report and register on 10.00am 27.11.14, Thursday, for the briefing of the duty during the event and arrangement of accommodation.
- 3.2 To report punctually on 9.00am on every duty day.
- 3.3 For special Event, the time of report to duty will announce from time to time.

#### **4.0 Duty**

- 4.1 Duty allocation will be allocated by the Head of VR, no dispute, unless with approval
- 4.2 The team will divided into 4 sections and their duty are as such:
  1. Reception and Store (RS) (9)
    - a. Counter - to receive and register guests, selling souvenirs, donation, provide information, tour
    - b. Store - to control inventory by recording



## 2. Artist assistant (AA) (6)

- a. Assist artists for their need and complain.
- b. Artist material - liaise with FP and store
- c. Installation art - Liaise with FP

## 3. Facility provider (FP) (6)

- a. Wall painting, installation art -
- b. artist materials and tools -
- c. Duty hour - has to work at special hour as instructed.

## 4. Event Helper (EH) (3)

- a. Pre event - decoration of backdrop, table & chair, light & sound
- b. During event - assist Macee, event committee.
- b. Post event - tidy up, cleaning.
- c. Duty Hour - have to work at special hour as instructed.

4.3 Changing of section - you may have to change the section but subject to the approval of section head

## **5.0 Discipline**

- 5.1 Have to report to work at 9.00am or required time
- 5.2 Inform Section head 24 hour earlier if cannot attend the duty on the particular day/ hour.
- 5.3 All volunteer worker must wear the Identity Tag when on duty.
- 5.4 All must proper attire, proper dress and with shoe
- 5.5 Must work in team work and accept advice
- 5.6 To report to Section Head, if wish to go out of area of duty.
- 5.7 To promote the image of SAA, and obey the instruction from the Section Head.
- 5.8 If make offend more than 3 times, he may face disciplinary action.





## 2014 年沙沙兰国际艺术节 义工章程

致工委会秘书:

本人同意遵守以下规则:

### 1.0 一般事项

1.1 主办当局: 傻傻然艺术协会

1.2 活动: 2014 年沙沙兰国籍艺术节

1.3 主题: 疯艺疯

1.4 部门: 义工招募部门主管

1.5 时期: 11 月 27 日至 12 月 8 日

1.6 场地: 沙沙兰村

1.7 值班时间: 9.00am 至 5.00pm (值班当日)

1.8 用膳时间: 早餐 - 8.00am 至 8.55am

早茶 - 10.30am 至 11.00am

午餐 - 1.00pm 至 2.00pm

午茶 - 3.30pm 至 4.00pm

晚餐 - 6.30pm 至 8.00pm

1.9 特别项目: 营火会(CF), 开幕典礼(OC), 文化表演(CS), 闭幕典礼(CC)

### 2.0 主办当局所提供的事项

2.1 在义工部门主管的建议下, 优先获得参加任何在艺术节期间举办的有关活动。

2.2 将颁发参与证书。

2.3 将提供 2 件艺术节 T-衫。

2.4 在艺术节期间提供保险保障。

2.5 提供所有餐点。

### 3.0 值班

3.1 在 11 月 27 日 (星期四) 早上 10 点正报到与登记, 听候主管训导有关任务及住宿的分配。

3.2 值班时期须准时在早上 9 点正报到。

3.3 在特别项目举行时期, 报到时间将会依时通知。

### 4.0 任务

4.1 部门主管将分配有关任务, 无得争议, 除非经批准。



4.2 义工团队将分成 4 个小组，他们的任务是：

1. 接待和储放货物 (RS) (9)

- a. 柜台 - 招待及登记访客，捐款，售卖纪念品，提供资讯，游览讯息。
- b. 储存处 - 通过记录控制库存。

2. 艺术家助理 (AA) (6)

- a. 协助艺术家，处理他们的需要和投诉。
- b. 艺术家材料 - 联络设施提供部门及储存处。
- c. 装置艺术 - 联络设施提供部门。

3. 设施提供部门 (FP) (6)

- a. 装置艺术，壁画。
- b. 艺术家颜料及工具。
- c. 值班时间 - 须服从指示在特殊时间服务。

4. 项目助手 (EH) (3)

- a. 项目进行前 - 背景装饰，桌椅，灯光及音响。
- b. 项目进行时 - 协助司仪，项目策划委员会。
- c. 项目进行后 - 清理工作。
- d. 值班时间 - 须服从指示在特殊时间服务。

4.3 调换小组 - 可能需要调换小组，但须获得小组主管的同意。

5.0 纪律

- 5.1 须在早上 9 时正或在必要的特定时间报到服务
- 5.2 如无法在某一天或某时报到服务，须在 24 小时前通知有关小组主管。
- 5.3 所有义工须在服务时间穿戴身份名卡。
- 5.4 须穿着整齐，适当的衣服和鞋子。
- 5.5 须以团队合作的工作精神为主，并接受忠告。
- 5.6 如须离开服务地点，必须通知有关小组主管。
- 5.7 推广及促进傻傻然艺术协会的形像，服从小组主管的指令。
- 5.8 如犯规超过 3 次，可能面对纪律处分。

