



## RECRUITMENT OF VOLUNTEER WORKERS

### Introduction

Sasaran Art Association, again will host the prestigious "Sasaran International Art Festival 2017" at Sasaran on 1st Dec 2017 to 10th Dec 2017 with the theme of "ART BEYOND"

During these 10 days, many activities will be held such as international artists workshop, seminars, exhibitions, wall paintings, street performance, painting competitions, Children Creative Camp, gala dinner, cultural show and other activities related to art and communities. Check out the exciting activities during the past festival as the website below:-

[http://www.sasaranarts.org.my/2014\\_artintheair\\_photogallery\\_close7dec.html](http://www.sasaranarts.org.my/2014_artintheair_photogallery_close7dec.html)

With such a huge events, SAA is always looking to work with a range of volunteers to help us to deliver a diverse and exciting festival. Whether you are looking to learn or develop skills/experiences or would just like to meet new people and be involved in the festival, we'd really love to hear from you.

Those who are interested to assist us please fill up the form attached, and I am sure you will enjoy the stay during the period with Sasaran community and all international artists from more than 20 countries.

### 招募义工

#### 简介

傻傻然艺术协会再次于沙沙兰举办 "2017 年沙沙兰国际艺术节", 日期为 2017 年 12 月 01 日至 12 月 10 日, 主题为“绘天照地”。

在这为期 10 天的艺术节里, 我们将会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、营火会、文化表演及其他有关社区与艺术的活动。大家可以到以下网站看看历年的活动详情以便了解更多:

[http://www.sasaranarts.org.my/2014\\_artintheair\\_photogallery\\_close7dec.html](http://www.sasaranarts.org.my/2014_artintheair_photogallery_close7dec.html)

为了顺利进行这项盛大的国际艺术节, 我们需要各方面的资源鼎助, 尤其是义工们的协助, 以便我们能把这国际艺术节办得成功。所以无论您是想学习或开发技能/经验, 并参与节日, 我们都欢迎您的来信。

有兴趣协助我们的人士, 请填妥所附上的义工申请表格, 加入我们的团队。在这国际艺术节里你将获得与来自超过 20 个国家的国际艺术家一起工作、活动及在沙沙兰渔村生活的宝贵经验。





**SASARAN INTERNATIONAL ART FESTIVAL 2017**  
**2017 年沙沙兰国际艺术节**  
**VOLUNTEER WORKER REGISTRATION FORM 义工申请表格**

Name 姓名 : \_\_\_\_\_ (E) \_\_\_\_\_ (C)

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

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 – 30 to Dec - 12, (13 days) throughout the event

Volunteering Time 协助时间 : 9am - 5pm

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

Language 语言 : Mandarin/English

Accommodation 住宿:

Transportation 交通(KL-Sasaran-KL) (吉隆坡来回):  (KLANG-SASARAN-KLANG) (巴生来回) :

Other option: \_\_\_\_\_

\*\*\*表格填好后, 可以发邮件给 Please email your completed form to Louise.LsL@gmail.com or 或

寄去 mail to: 傻傻然艺术协会 Sasaran Arts Association Kuala Selangor,

No. 11, Jalan Dato' Tan Teng Kuay, Sasaran, 45800 Jeram, Selangor, Malaysia.

For organizer:



Dear Organizing Secretary:

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

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 is true and correct.

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

致工委会秘书:

本人，仅以呈上的个人资料，愿意成为沙沙兰国际艺术节的义工，在所设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 2017**  
**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 from 30<sup>th</sup> Nov to 12<sup>th</sup> Dec 2017 held by your association.

I understand that it 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: .....

**2017 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 \_\_\_\_\_ 同意敝子女

\_\_\_\_\_ 身份证号码 \_\_\_\_\_ 以义工身份参加傻傻然艺术协会于 2017 年 11 月 30 日至 12 月 12 日举办的沙沙兰国际艺术节活动，并要求子女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。

如敝子女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 2017

### 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 2017
- 1.3 Theme : ART BEYOND
- 1.4 Department : Department Head of Volunteer Recruitment (Head of VR)
- 1.5 Period : 30th Nov To 12th Dec 2017
- 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), Opening 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 & accommodation.

#### **3.0 Attendance**

- 3.1 To report and register on 10.00am 30.11.17, 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 be divided into 4 sections and their duties are as such:

### **1. Receptions and Store (RS) (9)**

- a. Counter - to register guests, donation, provide information, tour
- b. Store - selling souvenirs, to control inventory by recording

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

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

### **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 Emcee, event committee.
- b. Post event - tidy up, cleaning.
- c. Duty Hour - have to work at special hour as instructed.

## **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 workers must wear the Identity Tag when on duty.

5.4 All volunteer workers must wear proper attire, proper dress and with shoe

5.5 Must work in teamwork 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.





## 2017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: 2017年沙沙兰国际艺术节

1.3 主题: 绘天照地

1.4 部门: 义工招募部门主管

1.5 日期: 11月30日至12月12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恤。

2.4 在艺术节期间提供保险保障。

2.5 提供所有餐点与住宿。

### 3.0 值班

3.1 在11月30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，登记捐款，提供艺术节资讯及游览讯息。
- b.储存处 – 售卖纪念品，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。

## 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。

