

# S.H.E. Agency LLC

## Volunteer Package





Welcome to the future of Public Relations and Special Event Planning with a unique twist! S.H.E. Agency—Style.Hot.Energy. This concept was created with a vision to promote memorable and delightful experiences while making an impact in the communities and lives we serve in the River Region. S.H.E. Agency is an equal opportunity business making its services available to help customers plan events by challenging the norm and altering the concept of event planning while delivering the ultimate experience.

### **Birth of S.H.E. Agency**

**S.H.E. Agency** was created with a vision to promote memorable and delightful experiences while making a positive impact in the communities and lives we serve in the River Region. This vision began in 2008 with the goal to create events that represents *Style.Hot.Energy*. The dream became a reality in February 2009.

### **Mission**

To plan and promote lasting experiences with a unique twist while making an impact in the communities in which we live and serve.

### **Sampling of the types of events we plan every year:**

1. Fundraiser and Scholarship Events
2. Ceremonies, Banquets, and Receptions
3. Seminars and Conferences
4. Themed Events and Celebrations
5. Community Engagement Events
6. Corporate Meetings and Retreats
7. After Hours Network Socials

As a S.H.E. Volunteer Board Member, you will serve as Host for S.H.E. Agency's upcoming events. Most of S.H.E. Events will be during the weekdays in the evening time or on the weekends. You will know in advance of upcoming S.H.E. events and what role you will play. As a member of the S.H.E. Volunteer Board, you'll have fun and feel a personal satisfaction in helping S.H.E. Agency give back to the River Region Community. Thanks for your interest in being a part of S.H.E. Volunteer Board.



## Volunteer Application

**Mail to:**

S.H.E. Agency, LLC  
c/o Volunteer Package  
P.O. Box 240933  
Montgomery, Alabama 36124  
Or **E-mail to:** PR@sheagency.com

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Do you have any special skills, experiences, or languages that maybe utilized during your volunteer experience? \_\_\_\_\_

**Availability** Please check all that apply.

**Monday**      **Tuesday**      **Wednesday**      **Thursday**      **Friday**  
 Evenings       Evenings       Evenings       Evenings       Evenings

**Saturday**      **Sunday**  
 Mornings       Mornings  
 Afternoons       Afternoons  
 Evenings       Evenings

I certify that the statements in this volunteer application are true and have been given voluntarily. If the information provided is untruthful, I understand that I will be released from S.H.E. Volunteer Board. I understand that I am responsible for my own costs of travel, accommodation, and living expenses. I understand that the information I provided may be disclosed to any party with legal and proper interest, and that I release S.H.E Agency from any liability for supplying such information. I also understand I will not be paid for my services as a volunteer, and that filling out an application does not guarantee acceptance into a volunteer position.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, agree to refrain from repeating, copying, or revealing to any outside source any confidential information learned while I am a student/intern/volunteer with S.H.E. Agency, LLC. I realize it is privileged information and is not to be shared with anyone other than a current employee of S.H.E. Agency, LLC, and, only in an official capacity.

I also give S.H.E. Agency, LLC permission to reproduce pictures or news articles pertaining to my service in the agency, as long as it is not a confidential matter.

I understand that I am obligated to report to a S.H.E. Agency, LLC representative any information which may affect records or operations in the area to which I have been assigned.

I further understand that I am obligated to report any solicitation for confidential information that is not official.

I understand and agree that S.H.E. Agency, LLC has permission to use my unsolicited ideas, including ideas for new advertising campaigns, new promotions, new or improved products or services, product enhancements, processes, materials, marketing plans or new product names.

I understand that the sole purpose of S.H.E. Agency, LLC's unsolicited policy is to avoid potential misunderstandings or disputes when S.H.E. Agency's services or marketing strategies might seem similar to ideas submitted to S.H.E. Agency.

I agree that (1) my submissions and their contents will automatically become the property of S.H.E. Agency, LLC, without any compensation to me; (2) S.H.E. Agency, LLC may use or redistribute the submissions and their contents for any purpose and in any way; and (3) there is no obligation to keep any submissions confidential.

Signature \_\_\_\_\_  
Student/Intern/Volunteer

Date \_\_\_\_\_

Signature \_\_\_\_\_  
S.H.E. Agency, LLC Representative

Date \_\_\_\_\_