



## Volunteer Your Voice

Thank you for your interest in the Northern Illinois Radio Information Service (NIRIS) volunteer program. NIRIS is a unique broadcast service that provides current print information to blind and print-impaired citizens of northern Illinois and southern Wisconsin, and we need your voice.

Please complete this application. Upon review of your completed application, you may be contacted for an interview and/or reading audition. If you have any questions, please email David at [dtallacksen@niu.edu](mailto:dtallacksen@niu.edu).

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

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE - Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

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

(Please add me to the email list)

Professional Summary: \_\_\_\_\_

Special Skills: \_\_\_\_\_

Interests/Hobbies: \_\_\_\_\_

How did you learn about NIRIS? \_\_\_\_\_

What is the best time to reach you? \_\_\_\_\_

### PLEASE INDICATE YOUR AVAILABILITY BELOW

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING							
AFTERNOON							
EVENING							



NIRIS is a service many rely upon; therefore, it is important that NIRIS broadcasts are timely, professional and consistent.

A NIRIS show is generally :30 – :60 minutes in length. Readers should arrive one half hour before their shift airs, review their publication and prepare for their show. Some shows have one reader, while other shows may have two readers. Publications are read “as-is” and there is no editorializing or editing of material at any time. Hour-long shows may have a short music break. CDs will be provided, but you may bring your own music, as long as it follows established guidelines. Studio etiquette will be taught and observed.

Please be advised that once you indicate you are available for a particular shift, complete your training and become a volunteer, there are certain expectations to which you will be held:

- 1) As a NIRIS volunteer, you will be expected to act in a professional manner, as if you are a member of staff at the broadcast center.
- 2) You are expected to show up for your shift in a timely manner with enough time to preview your publication so you are ready to read without interruption or lengthy pauses.
- 3) You are expected to dress in good taste and portray a professional image. If you have any questions as to what this means, please feel free to ask.
- 4) Once you indicate your availability for a particular shift, you will be expected to work that shift with few, if any, exceptions. If necessary, and when possible, you must complete an Absentee Form to alert staff of a shift you will miss. In an emergency, if at all possible, you will be expected to inform staff you will not be able to cover your shift.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this completed application to **David Tallacksen** at **dtallacksen@niu.edu** or deliver to NIRIS, Northern Public Radio, 801 N. First St., DeKalb, IL 60115. Please call David with any questions: **815.753.0077**.