

# WCNP FM 89.5

*Supporting Music, Faith and the Community*

Dear Friends,

From the beginning, our goals for WCNP have included a vision for a community- based radio station, not only in terms of programming, but by involving listeners in the actual management of the station. There is plenty to be done, and we know that many of you have the skills and abilities to assist us in the fulfillment of our mission.

Our most urgent need initially is for mature, reliable volunteers to come in for a 4-hour shift once a week, beginning June 3 (9am-1pm or 1-5pm). This would fulfill the FCC regulations requiring a person to be available to show the Public File during normal office hours. Other than receiving phone calls & walk-in visitors, no other skills would be required. You could bring work of your own to do such as reading or studying, personal emails, knitting, drawing, etc. (Regrettably, the studio is on a 2<sup>nd</sup> floor and is not handicap accessible.)

Those with additional skills would be welcome to help with the following tasks while working their shift:

Office work: word processing, scheduling interviews, mail/email processing, management of volunteer staff

Fund-raising Coordinator: contacting potential donors, organizing fund-raising events, managing a fund-raising committee

Computer tasks: editing audio files, ripping CDs for broadcasting, program management

On-air opportunities: recording weather, news, announcements, special programs, interviews

Business Management: budgeting, processing donations, paying bills, etc.

We hope to eventually create paid positions for many of these jobs as revenue increases.

Please fill out the attached application to let us know of your interest in any of the above areas. Feel free to call or email me if you have questions, or would like explanation of any of the duties.

*Thank you for your interest and willingness to help.*

*Sincerely,*



*Dennis Baldrige, General Manager*

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*WCNP: A new paradigm to community radio; the crossroads of music, faith and community.*

P.O. Box 43, Reedsburg, WI 53959 • [www.wcnpfm.org](http://www.wcnpfm.org) • 608-963-2322 • [contact@wcnpfm.org](mailto:contact@wcnpfm.org)

## WCNP VOLUNTEER STAFF APPLICATION

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Our volunteer staff needs to be dependable, trustworthy and punctual. Please provide us with references of those who could give us an honest assessment of your character.

Pastor \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Personal Reference \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Education/Previous work experience: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**I would be available at these times: (check all that apply)**

	Mon.	Tues.	Wed.	Thurs.	Fri.
9am-1pm					
1-5pm					

I am available to work (circle one) 1 2 3 4 shift/s each week.

**I would be interested in the following:**

- 4-hour shift (receiving phone calls, greet visitors and show the Public File)
- 4-hour shift, with other duties (we will train you)

**(please check all that apply)**

Office work:

- word processing
- scheduling interviews
- mail/email processing
- management of volunteer staff

Fund-raising Coordinator:

- contacting potential donors
- organizing fund-raising events
- managing a fund-raising committee

Computer tasks:

- editing audio files
- ripping CDs for broadcasting
- program management

On-air opportunities:

- recording weather
- news
- announcements
- special programs
- interviews

Business Management

- budgeting, processing donations, paying bills, etc.

Please scan and E-mail to [contact@wcnpfm.org](mailto:contact@wcnpfm.org) or mail to our PO Box below.