



Volunteer Sign-Up

Name: _____ Date: _____

Address: _____

Phone #: _____

Email: _____ Preferred Method of Contact: **Email or Phone**

What is your availability? Circle Day(s) Preferred.

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Time Period Preferred: _____ AM/PM to _____ AM/PM

Interests: Check the box(es) applicable to what you're interested in.

- ☐ **Docent/ Tour Guide:** Museum Docents work directly with the general public and school groups leading tours of Museum guests through permanent gallery spaces.
- ☐ **Event Rental Assistant:** Event Rental Assistants will coordinate with Museum staff to complete event setup according to renter's requests and in accordance with Museum policies/procedures. Event Rental Assistant will assist Museum staff with the breakdown of tables/chairs/tech, and help with trash removal and disposal.
- ☐ **Museum Event Assistant:** Museum Event Assistants will coordinate with Museum staff to complete event setup in accordance with Museum policies/procedures and/or external site policies/procedures. Museum Event Assistant will assist staff with the breakdown of tables/chairs/tech, clean dishes as needed, and help with trash removal and disposal. Museum Event Assistant will represent the Museum and its Mission when interacting with the general public.
- ☐ **Secretarial/Archival:** Support Museum staff to assemble annual dinner invitations, show folders and kids crafts, fold brochures and other related tasks. Digitization projects, rehousing collections, creating finding aids, database entry, and visitor and staff requests.
- ☐ **Mechanic:** Mechanics repair and maintain the vehicles in the museum's collection in the Museum's garage work area.

(Continues on Page 2)

- ☐ **Collection Crew Member:** Preserve and maintain the museum collection utilizing techniques approved for cleaning, polishing, etc. Adhere to all policies and procedures outlined in the Museum handbook. Understand the Museum Mission and strive to achieve goals via projects assigned.
- ☐ **Cleaner:** Museum cleaners will coordinate with staff to assess the cleaning needs of the Museum and auxiliary buildings. Museum cleaners will complete regular dusting, mopping, vacuuming, and disinfecting as assigned by a Museum staff member.

Questions:

What intrigues you the most about the Museum? _____

Do you have any relevant skills, experience or special interest related to the above-mentioned opportunities? ____

Would you enjoy interacting with others (volunteers) or prefer working alone? Would you enjoy interacting with the public? _____

Do you have any physical limitations? If so, please explain: _____

What date would you be available to start volunteering? _____

(Upon volunteering, there would be an orientation session to acclimate you to the volunteer opportunity you would be selected for.)

Emergency Contact:

Emergency Contact Person: _____

Phone #: _____