NEW VOLUNTEER APPLICATION

Personal Information
First Name: ___________________________ Last Name: ___________________________
Birthday (MM/DD/YYYY): ___________________________
Volunteer Type: □ Adult □ Undergraduate □ Graduate □ High School
If under 18, please include parent contact info.

Address
Street 1: ___________________________
Street 2: ___________________________
City: ___________________________
State: ___________________________
Zip: ___________________________
Email: ___________________________
Home: ___________________________
Work: ___________________________
Cell: ___________________________

Volunteer Preference
To see more information about each area, please see reverse.
□ ArtZone & Student Programs
□ Exhibitions & Collections
□ Visitor Services
□ Special Events
□ Administrative
□ Docent (tour guide):
  □ Adults
  □ Children
□ General
□ Facilities

Availability
Check your availability below.
Tuesday  Wednesday  Thursday  Friday  Saturday  On Call/Special Events

Questionnaire
Please rate your comfort level with the following activities:
not at all  very check here if
comfortable  comfortable willing to learn

Greeting Visitors  1  2  3  4  5 □
Computer work (typing, spreadsheets)  1  2  3  4  5 □
Making phone calls  1  2  3  4  5 □
Painting, light cleaning, gardening, etc.  1  2  3  4  5 □
Helping children with art projects  1  2  3  4  5 □
Prepping & Planning Arts Projects  1  2  3  4  5 □
Writing & Research  1  2  3  4  5 □
Museum Shop (labeling, data entry, etc.)  1  2  3  4  5 □
Public Speaking (touring)  1  2  3  4  5 □

Office Use
Received by ___________________________ Date _____________
Notes:
Volunteer Focus Areas

Examples of tasks you might complete in each focus area.

ArtZone & Student Programs
- Creating art projects
- Helping children with projects
- Preparing art materials
- Setting up the classrooms

Exhibitions & Collections
- Writing
- Research

Visitor Services
- Greeting and welcoming visitors
- Cash handling
- Providing membership and exhibition information

Special Events
- Exhibition Previews and Openings, and programs
- Annual events (Gala)
- Setting up for programs/events
- Decorating
- Greeting at events

Administrative/General
- Mailings (collating, labeling, etc).
- Phone calls
- Data Entry

Docent
- Public speaking
- Touring
- Research

Facilities
- Assist in patching and painting galleries
- Light gardening and pulling weeds
- Light cleaning (dusting, windex windows, etc.)