

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 comfortable very comfortable check here if willing to learn

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

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.)