|  |  |
| --- | --- |
| **Summerland Museum & Archives Society****VOLUNTEER APPLICATION** | PO Box 1491, 9521 Wharton St. Summerland B.C. V0H 1Z0250.494.9395 info@summerlandmuseum.orgwww.summerlandmuseum.org |

# **INSTRUCTIONS**

Thank you so much for your interest in volunteering at the Summerland Museum and Archives Society. Tell us more about yourself and your interests so we can find the right volunteer position for you.

# **CONTACT INFORMATION**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Town/City) (Province) (Postal Code)

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **EXPERIENCE**

Please describe any related work or volunteer experience that might help you as you volunteer. Include any experience from work, volunteering, hobbies, interests etc. (attach pages if needed)

Why are you interested in volunteering at the Summerland Museum and Archives Society? What do you hope to get out of the experience?

# **REFERENCE**

Please provide the name and contact information for two references:

1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **AVAILABILITY**

What is your availability?

(Check all appropriate boxes)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning | Afternoon | Not Available |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

What time of the year are you available? (Check all that apply)

|  |  |  |
| --- | --- | --- |
| * All Year
 | * Spring
 | * Fall
 |
|  | * Summer
 | * Winter
 |

How often would you like to volunteer?

|  |  |
| --- | --- |
| * Weekly
 | * Monthly
 |
| * Bi-Weekly
 | * Occasionally
 |

# **AREAS OF INTEREST**

Please indicate your area(s) of interest. Check all that apply:

* Museum Greeter/Guide/Docent
	+ Greet visitors, answer questions, tidy public area, and provide information about the Museum and the history of the area.
* Archive Research
	+ Assist with community research requests, help our archivist with cataloguing, storing, and organizing our artifacts and archival collection.
* Administrative Assistant
	+ Assist with projects in the behind-the-scenes operation of the Museum, including grant writing, developing brochures, record keeping, etc.
* Website / Social Media
	+ Promote the Museum and our activities online through the website and social media.
* Fundraising/Marketing/Special Events
	+ Use your creativity to help plan and organize fundraising events, marketing, and promotion of the Museum.
* Exhibition Assistant
	+ Assist with the creation of new displays including research, design, construction, and set up.
* Oral History
	+ Assist in collecting and transcribing oral histories.
* School Education Tours
	+ Assist with the development and delivery of school programs.
* Heritage Interpreter/Tours
	+ Assist with the development and delivery of community tours. Specify area of interest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other / Unsure: Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Let us know what you have to offer, or feel free to sit down and talk with our Volunteer Coordinator to discuss your options.