Volunteer and Intern Application Form

Date: _____

Name: _____

Address: _____

City: _____

Zip Code :_____

Phone: (cell) _____ **(other)** _____

Email : _____

Student? **Y** **N**

If y, school name: _____

Instructor:_____

Semester/Quarter Ends_____

Major area of study_____

Career Goal(s)_____

Emergency Contact: _____
(name) (phone number)

_____

Professional Reference: (name) _____ **(phone)** _____

Volunteer Days/Times Schedule starting :_____
(fill in date)

Hours/Week OR Total Hours?_____

Example	**Mon.**	**Tues.**	**Wed.**	**Thurs.**	**Fri.**	**Sat.**	**Sun.**
1 – 4pm							

I am interested in helping the Women's History Museum in the following areas: ***Please mark all that apply.***

_____ **Administration**
(data entry, filing, organization, staffing museum)

_____ **Archives**
(organization of & classification within collections)

_____ **Exhibits**
(research design, installation, dismantling, assist museum curator) contributor appreciation)

_____ **Fundraising Campaigns**
(grant research & writing, donation solicitation,

_____ **Gift Shop**
(design, inventory, locating new merchandise)

_____ **Library**
(cataloging, shelving)

_____ **Newsletter**
(writing, proofreading, acquiring advertisers)

_____ **Oral History**
(interviews, research, transcription)

_____ **Public Relations & Marketing**
(media contact, publicity design, community outreach if events)

_____ **Speaker's Bureau**
(giving presentations, finding guest speakers)

_____ **Special Events**
(set-up, clean-up, greeting visitors, staffing fair booths)

_____ **Technical Support**
(computer/website care & troubleshooting)

List skills/interests/expertise you would like to use in your museum volunteering:
_____
_____
_____

WMC Project Assignment(s): _____