



VOLUNTEER APPLICATION

YOUR INFORMATION *Please Print*

Name _____ Today's Date _____

Current Address _____ City _____

State _____ Zip Code _____ Email _____

Home Phone (____) _____ Cell (____) _____

I prefer to be contacted by ___ Phone ___ Email

I give permission for my name and address / email to be put on a general mailing list to receive any mailing from the Oberlin Heritage Center. Address: Yes__ No__ Email: Yes__ No__

I am: A Student___ Employed___ Retired___ Other___

Employer/School _____

Birth date _____ Check here if you are under 18 years old.

EMERGENCY CONTACT

Name _____ Relationship _____

Phone (Please circle: home or work) (____) _____ Cell (____) _____

AVAILABILITY

Please mark the times you are available to volunteer

	Sunday (Offices Closed)	Monday (Offices Closed)	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Approximately how many hours do you wish to volunteer?

_____ Hours per week _____ Hours per month or ___ Special events or projects only

If a student, how long do you plan to volunteer? _____

Additional comments about availability:

SPECIAL SKILLS, INTERESTS, AND PREVIOUS EXPERIENCE

Have you ever applied to be a volunteer or been employed in a museum before? Yes ___ No ___
If yes please describe your experience.

Please describe your employment experience and any related education / background you have, including if you have served on any boards.

What languages can you speak other than English? _____

You may attach a resume if desired. If you have done so, please place an X here: _____

REFERENCES

Please name two people not related to you who have knowledge of your work/volunteer experience within the last three years. If this does not apply, then provide school or personal references who are not related to you.

Name _____ Relationship _____

Address _____ City _____

State _____ Zip Code _____ Email _____

Phone (____) _____ Years known _____

Name _____ Relationship _____

Address _____ City _____

State _____ Zip Code _____ Email _____

Phone (____) _____ Years known _____

VOLUNTEER PLACEMENT

The following are examples of tasks volunteers have helped with in the past. Please put a checkmark by any with which you would be interested in helping.

Buildings and Grounds

- Painting and scraping
 Flower Planting Weeding and watering
 Lawn Mowing Snow Shoveling
 Other: _____

Education & Programming

- Photographer (please circle: Black & White, Color, Video, Digital)
 Re-enacting historical events Helping with children's activities
 Special project research Special events set-up
 Baking cookies Serving refreshments at events
 Microfilm newspaper research Local building research
 Staffing an event as a greeter or a helper at one of our information tables
 Musician willing to perform at events
 Other: _____

Oral History

- Interviewing Transcribing

Open Houses/Tours

- Docent (full training provided for conducting tours of the Oberlin Heritage Center)
 Open house greeter or room docent (with training provided to be able to answer general questions pertaining to one museum room during an open house format for visitors)
 Lawn games supervisor (teach families and children how to play lawn games, supervise)
 Other: _____

Improvement

- Community clean-up projects
 Other: _____

Collections

- Researching artifacts
 Silver polishing
 Other: _____

Office Assistance

- Helping to assemble mailings
 Desktop publishing (signs, flyers, brochures, graphics/art, posters)
 Other computer skills (please indicate: _____)
 Artist Calligraphy
 Editing/proofreading Photocopying
 Grant writing Grant research
 Reception Desk (answering phones, museum store attendant)
 Filing membership and research information
 Making deliveries within walking distance of office
 Making deliveries in Oberlin by car

Recruiting other volunteers for upcoming events

Other: _____

Fund-Raising

Help with fund-raising projects

I would like to participate/or learn more about offering a bed-and-breakfast room in my home to Oberlin College parents for one-to-three nights as a fund-raiser for the Oberlin Heritage Center

I prefer projects where I can work:

At home

With others

Alone

Is there anything else you would like to tell us about yourself that will help us in placing you in an appropriate volunteer position?

What do you hope to gain by volunteering with the Oberlin Heritage Center?

BACKGROUND

The Oberlin Heritage Center does not discriminate because of age, sex, religion, race, color, national origin, disability, marital status, veteran status, sexual orientation, or any other factor prohibited by law. Please note that volunteer applicants 18 years and older may be subject to fingerprinting and a criminal history background check. Information in this section of the application will not necessarily affect your eligibility for volunteer placement.

Because the Oberlin Heritage Center is a nonprofit museum and subject to public scrutiny, and because OHC employees and volunteers sometimes handle cash and checks and work closely with children and teenagers, it is important for us to know this information about you.

Are you party in any pending civil lawsuits (other than class actions)? Yes ___ No ___

Are you presently a defendant in any traffic, misdemeanor, or felony court action?

Yes ___ No ___

Have you been convicted of a felony in the past ten years? Yes ___ No ___

Have you ever been dismissed from any other volunteer program? Yes ___ No ___

If you answered “yes” to any question, please explain below or attach an additional page.

AGREEMENT

I agree to hold as confidential all privileged and/or sensitive information, which I may obtain directly or indirectly, concerning the Oberlin Heritage Center, its guests, and staff (including employees and volunteers).

I agree that my services are donated to the museum without contemplation of compensation or future employment.

I agree that I may be photographed for educational, archival, and public relations purposes for the Oberlin Heritage Center.

I certify that the answers given by me to the foregoing questions and statements are true, correct, and without omissions. I authorize the Oberlin Heritage Center to investigate and/or verify the foregoing information and any other information which might assist it in determining my qualifications for volunteering.

I agree to comply with all policies and procedures, as well as safety practices in all areas of the museum. I understand that my volunteer status may be terminated at any time for failure to comply with policies and procedures of the museum, including those of the volunteer program; for absence without notification; for reasons of unsatisfactory attitude, work, personal appearance, and/or for any other circumstances which, in the judgment of the museum, would make my continued service as a volunteer contrary to its best interests.

ANY PERSON WHO GIVES FALSE INFORMATION WILL BE SUBJECT TO IMMEDIATE DISMISSAL FROM THE VOLUNTEER PROGRAM.

_____ Date
_____ Volunteer Signature

FOR GUARDIANS OF VOLUNTEERS UNDER THE AGE OF 18

I, being the parent or legal guardian, give consent for my child to perform volunteer services for the Oberlin Heritage Center. I fully understand that his/her services are to be performed subject to the rules of the Oberlin Heritage Center and that violations can be the cause for immediate dismissal. I understand that these services are strictly voluntary, without pay or compensation. I hold harmless the Oberlin Heritage Center and its employees and volunteers from any and all claims based on damages or injuries which may be incurred by my child in connection with volunteer services for the Oberlin Heritage Center.

I agree that, in an emergency, my child should receive emergency care from an appropriate healthcare provider. I understand that my child may be photographed for promotional purposes of the Oberlin Heritage Center.

_____ Date
_____ Parent or Guardian Signature

Thank you for applying to be a volunteer with the Oberlin Heritage Center! Please return your completed application to the Oberlin Heritage Center office at 73½ South Professor Street, or mail it to PO Box 0455, Oberlin, OH 44074. Questions? Call our office at (440) 774-1700 or e-mail Liz Schultz at tourinfo@oberlinheritage.org. Thank you! Thank you!