

12 Quarterline P.O. Box 361 Newaygo, MI 49337 | (231) 652-5003 | Newaygocounthistory.org

**Volunteer Application Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_ \_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work experience:

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Prior Volunteer activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please circle months and days available:**

January February March April May June July August September

October November December

Monday Tuesday Wednesday Thursday Friday Saturday

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select and circle the volunteer descriptions on the back of this page to note which activities you may be interested in.**

Administration:

* Greeters– Responsible for welcoming visitors and ensuring the visitors have an optimal experience at the Museum.
* Events – Responsible for assisting staff with the planning, setup and takedown of event. In addition, being able to provide support for the event.

Education Department

* Field Trips – The museum host school classes for lessons on many local historical topics. Some of the topics are delivered in small groups and museum volunteers are needed to help.
* Expos/Fairs – The museum participates local events by generally providing a booth with information and an activity for the children. The booth is occupied by museum volunteers.
* Archaeology – Each summer the museum provides a Kids Week Archaeology Camp. Students get “real life” archaeology experience. Many museum volunteers are needed for this program (must be willing to get dirty and work closely with 10- to 14-year-olds).
* Tour Guides – The museum occasionally schedules private tours of the museum and volunteers are required to be knowledgeable about the museum and local history (training available).

Gift Gallery

* Gift Gallery Assistants – Responsible for assisting visitors regarding gift shop item questions and the purchase of items.
* Inventory & Stocking – Responsible for counting physical inventory & restocking items as needed.

Artifact Collections Department

* Data Entry Assistants – Responsible for entering artifact information into the Past Perfect Museum Software system.
* Exhibit Display – Responsible for processing and handling of artifacts & other materials used to create displays.
* Exhibit Research – Responsible for researching information to be used for the gallery exhibits.

Building & Maintenance

* Construct & maintain Exhibits – Work with wood and paint to build cubes & display cases and forms for the effective display of artifacts.
* Enhance storage & work areas – Build and organize shelving and storage areas of the museum.
* Maintain Facilities – Help keep the museum in tip top shape. May include painting, cleaning, shoveling, and other basic maintenance.