



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?
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 check 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

Lawn Mowing

Other: _____

Weeding and watering

Snow Shoveling

Education & Programming

Educational programming and outreach (youth and/or adult)

Photographer (please circle: Black & White, Color, Video, Digital)

Re-enacting historical events

Special project research

Baking cookies

Microfilm newspaper research

Staffing an event as a greeter or a helper at one of our information tables

Musician willing to perform at events

Other: _____

Helping with children's activities

Special events set-up

Serving refreshments at events

Local building research

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

Archival and collections research

Cataloguing

Photograph and document scanning

Other: _____

Office Assistance

Helping to assemble mailings

Desktop publishing (signs, flyers, brochures, graphics/art, posters)

Other computer skills (please indicate: _____)

Editing/proofreading

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: _____

Calligraphy

Photocopying

Artist

Grant Writing

Grant Research

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?

NON-DISCRIMINATION STATEMENT & BACKGROUND CHECKS

The Oberlin Heritage Center is committed to providing a museum experience and programs in which everyone feels welcome and safe to learn about Oberlin's nationally significant history and to access historical resources. The Oberlin Heritage Center does not and shall not discriminate - and will not tolerate - discrimination on the basis of race, color, ethnicity, national origin, religion, sex, gender expression, sexual orientation, age, disability, political affiliation, marital status, pregnancy, citizenship status, military status, genetic information, medical condition or on account of any other basis prohibited by City, State, or Federal law.

Please note that volunteer applicants may be subject to fingerprinting and a criminal history background check. Background checks on minors must have parental or guardian consent. Information in this section of the application will not necessarily affect your eligibility for volunteer placement. Since 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.

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

If you answered “yes,” 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.

Volunteer Signature

Date

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.

Parent or Guardian Signature

Date

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 Amanda Manahan at tourinfo@oberlinheritage.org. Thank you!