



## Volunteer Application/Update

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### Personal Information

Name: \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_ Mr. \_\_\_\_\_  
Last First (Preferred Salutation)

Address: \_\_\_\_\_  
Street Address City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ \_\_\_\_\_  
Day Evening email

Birthday: \_\_\_\_/\_\_\_\_ (You don't have to tell me the year. ☺)  
Month Date

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### Education

High School 1 2 3 4 School: \_\_\_\_\_

College 1 2 3 4 School: \_\_\_\_\_ Major: \_\_\_\_\_

Graduate School MA/MS Ph.D School: \_\_\_\_\_ Major: \_\_\_\_\_  
(circle last year completed)

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Current Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Special Training: \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

Hobbies: \_\_\_\_\_

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### Availability

Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings (8:30 – Noon)							
Afternoons (Noon – 5:00)							
Evenings (5:00 - Midnight)							

Emergency Contact: \_\_\_\_\_  
Name Relationship Day Phone Evening Phone

## Volunteer Interests

Carefully review job descriptions and check those areas that match your skills, interests, and time schedule.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Admissions and Sales Assistant | <input type="checkbox"/> Library Research Assistant | <input type="checkbox"/> Administrative Support |
| <input type="checkbox"/> Marketing Assistant            | <input type="checkbox"/> Museum Educator            | <input type="checkbox"/> Collections Assistant  |
| <input type="checkbox"/> Events, weekdays               | <input type="checkbox"/> Events, evenings/weekends  | <input type="checkbox"/> Deliveries             |
| <input type="checkbox"/> Docent                         | <input type="checkbox"/> Mailings                   |   |

## Volunteer Skills

Please check skills that you would like to share

<p style="text-align: center;"><b>Arts/History</b></p> <input type="checkbox"/> American Folk Art <input type="checkbox"/> Decorative Arts <input type="checkbox"/> Research <input type="checkbox"/> Art/Artifact Handling <input type="checkbox"/> Cataloging <input type="checkbox"/> Vermont History <input type="checkbox"/> Local History	<p style="text-align: center;"><b>Business/Management</b></p> <input type="checkbox"/> Project Coordination <input type="checkbox"/> Marketing/Advertising	<p style="text-align: center;"><b>Office</b></p> <input type="checkbox"/> Word Processing <input type="checkbox"/> Bulk Mailing <input type="checkbox"/> Filing <input type="checkbox"/> Recording Minutes <input type="checkbox"/> Photocopying <input type="checkbox"/> Typing <input type="checkbox"/> Data Entry	<p style="text-align: center;"><b>Development</b></p> <input type="checkbox"/> Fundraising <input type="checkbox"/> Grant writing <input type="checkbox"/> Letter writing <input type="checkbox"/> Event Planning
<p style="text-align: center;"><b>Human Resources</b></p> <input type="checkbox"/> Recruiting <input type="checkbox"/> Interviewing <input type="checkbox"/> Training	<p style="text-align: center;"><b>Publications</b></p> <input type="checkbox"/> Editing/Proofreading <input type="checkbox"/> Writing (Newspapers/Brochures) <input type="checkbox"/> Press Releases/Public Relations <input type="checkbox"/> General Writing	<p style="text-align: center;"><b>Education</b></p> <input type="checkbox"/> Public Speaking <input type="checkbox"/> Workshops/Small Groups <input type="checkbox"/> Teaching Adults <input type="checkbox"/> Teaching Children <input type="checkbox"/> Hearing/Visually Impaired <input type="checkbox"/> Docent/Guide	<p style="text-align: center;"><b>Technical</b></p> <input type="checkbox"/> Computer Experience <input type="checkbox"/> Web Site Experience <input type="checkbox"/> Video/Film Equipment <input type="checkbox"/> Photography <input type="checkbox"/> Film Production <input type="checkbox"/> Slide Projectionist
<p style="text-align: center;"><b>Sales</b></p> <input type="checkbox"/> Cashier <input type="checkbox"/> Salesperson <input type="checkbox"/> Ticket Sales	<p style="text-align: center;"><b>Customer Service</b></p> <input type="checkbox"/> Host/Greeter <input type="checkbox"/> Public Interaction <input type="checkbox"/> Information	<p style="text-align: center;"><b>Foreign Language</b></p> Language: _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<p style="text-align: center;"><b>Other</b> (please describe)</p>

Why would you like to volunteer at the Bennington Museum?

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Comments/Additional Information:

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Date Rec'd:	<u>For Office Use Only</u> By:
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