

Museum Use:

Nametag _____

Volunteer Manual _____

Background Check _____



columbusmuseum.com

Name _____ Birthday _____

Address _____ Zip _____

E-mail address _____

Phone number _____

In case of emergency notify:

Name _____ Relationship _____

Address _____ Zip _____

Phone number _____ Alternate phone number _____

What interests you about volunteering for The Columbus Museum?

How did you hear about volunteering opportunities at the museum?

Are you volunteering to fulfill a community service or school requirement? _____ Yes _____ No

If yes, how many hours are required? _____ Deadline for completing service? _____

What days/times are you available to work? _____

Please list any days/dates you are not available _____

Clerical or Computer Experience? _____

Retail Experience? _____

Art-Related Experience? _____

Please list any additional skills or information here:

VOLUNTEER REQUEST SURVEY

Name _____

Please mark any and all areas in which you would like to volunteer. Unless otherwise noted, times/days are flexible:

EDUCATION

- Docent training- docents provide educational and informational tours of the Museum's exhibits for school children and other groups
- Transformations - Transformations is a hands-on gallery for families with small children- requires light cleaning and upkeep of the area, as well as being on hand for visitors and other duties, such as prep work
- Museum library- the Museum houses a library of art and history books, as well as catalogs and other publications- requires organizational skills, including re-shelving of books, etc.
- Summer camps/home school camps- periodic classes for children are held in the Museum studio; usually a week (usually weekdays) at a time- requires assisting children with tasks and supplies, etc.
- Prep work; includes cutting, printing and other tasks in preparation for event or group
- Other museum events- includes Fall Festival and Second Saturday, usually weekend events, requiring volunteers to assist with supplies and art projects/games for families

DEVELOPMENT

- Phone calls- includes calling lapsed members or current members for information
- Mailing- includes labeling envelopes and/or stuffing envelopes
- Museum events- usually after hours, evening events- requires assisting with supplies or art projects or other tasks

DESIGN

- Design of exhibition materials- includes painting, carpentry and other physical labors
- Computer graphics work
- Handle artworks in preparation for an exhibit

MARKETING

- Clerical- organizing Public Relations files, newspaper clippings, etc.

OTHER

- Olmsted Garden- requires periodic maintenance of the Bradley Olmsted Garden
- Building maintenance- requires electrical, carpentry or other experience
- Museum gift shop- requires basic computer skills and customer service for weekday shifts- Museum will train

References (other than family members)

Name	Name
Address	Address
Phone Number	Phone Number
Relationship	Relationship

NOTE: ALL APPLICANTS ARE SUBJECT TO INTERVIEW AND BACKGROUND CHECK.

Thank you for your interest in volunteering! The Columbus Museum relies heavily on the support of our volunteers; the Museum could not function without this special group. Could you recommend a family member or friend who would like to join our volunteer team? List their names below. Please return this application to:

The Columbus Museum
 Attn: Brooke Starling
 1251 Wynnton Road, Columbus Georgia 31906
 (706) 748-2562 ext. 2119
 Go Green: Send via e-mail – bstarling@columbusmuseum.com

Family and Friends who would like to volunteer (name, phone number/email):

- 1.) _____
- 2.) _____
- 3.) _____