



**Instructions:** Please complete all sections of the Volunteer Services Application and return to the Museum Curator. Completion of the application does not guarantee selection as a volunteer for the Flat Rock Historical Museum Campus.

**Contact Information**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Birth date \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to You \_\_\_\_\_

If under 18 years of age, enter your birthday. \_\_\_\_\_

(Guardian signature required on last page if under 18.)

Are you currently a student?

Yes \_\_\_ No \_\_\_

If yes, where are you enrolled and what is your area of Study? \_\_\_\_\_

**References**

Please list one business, school, or volunteer reference - not relatives - that we may contact regarding your application:

1. Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Relationship to You \_\_\_\_\_

**Criminal History**

Have you ever been convicted of a crime?

NO \_\_\_ YES \_\_\_

If No please skip to page 2.

If Yes, please answer the following:

Charge \_\_\_\_\_

State and County of Charge \_\_\_\_\_

Date of Charge \_\_\_\_\_

Sentence \_\_\_\_\_

Do you have community service hours to fulfill? NO \_\_\_ YES \_\_\_

If Yes, how many hours do you need to fill? \_\_\_\_\_

By what date must these hours be filled? \_\_\_\_\_

Please enter Community Service contact information below and attach Community Service Contract to this application if applicable.

Name \_\_\_\_\_

Phone \_\_\_\_\_

How did you learn about us? \_\_\_\_\_

## **Position Descriptions**

Please rank positions you select by number in order of your preference (1=most important). If you are only interested in one position, please leave the others blank.

\_\_\_\_ Permanent Collections Intern/Volunteer: Responsible for processing various types of artifacts. Entails data entry, description and arrangement of artifacts, artifact handling and care, and scanning of supporting documentation. Strong research and organizational skills, attention to detail and ability to work independently are required.

\_\_\_\_ Archival Intern/Volunteer: Responsible for Processing documents, books, photographs and other paper- based materials. This position entails organization of recently donated items, as well as processing (description and arrangement) of backlogged materials. Strong attention to detail and ability to work independently needed for this position.

\_\_\_\_ Textiles Intern/Volunteer: Responsible for cataloging, photographing, inspecting and rehousing textiles. Textiles Collection includes historic costumes, accessories, quilts, rugs and more. Prior experience working with textiles a plus but not required. Must have excellent organizational, writing and communication skills.

\_\_\_\_ Exhibits: Assist Exhibits Manager in research, development and construction of new exhibits, and maintenance of current exhibits.

\_\_\_\_ Education Assistant: Work with the Education and Public Programs Manager to research, develop, coordinate, and market programs, maintain the Education Collection and supplies, assist with activities during programs/events and possibly outreach.

\_\_\_\_ Marketing/Social Media Design: Assist with managing publicity of events and exhibit openings for the History Center.

\_\_\_\_ Research Library: Assist visitors with research on genealogy/local history, collection management, archival processing and database maintenance.

\_\_\_\_ Greeter: Welcome visitors, take admission monies, keep tally of visitors, assist patrons in the gift shop or assist patrons when they bring items to donate. During slow times greeters can catch up on their reading, study or check their e-mail. Greeters may also do small projects occasionally.

Please list any previous experiences in museums, libraries, archives, records management, graphic design, social media, or technology.

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Do you possess any other skills that may be valuable at the History Center (especially museum or library skills)?

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Please specify any limitations or requests that you may have involving volunteering at Flat Rock Historical Society. \_\_\_\_\_

Please indicate the type position you would like.

For-Credit Internship \_\_\_\_\_ (\*approval required) or Volunteering \_\_\_\_\_

\*For-credit internships require the signature of your academic advisor on a contract.

Please list below the specific job title posting (from Page 2) and/or the department and project where you prefer to be involved.

Position Title/Department

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Number of hours per week requested

Available Start Date

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Please check the type projects that interest you.

\_\_\_ Short-term projects (A few hours per month)

\_\_\_ On-going projects (2-4 hours per week)

\_\_\_ One-time/Occasional projects (Special events)

Special Skills: Please check all that apply.

General Skills

General Research

Genealogical Research

Education

Archives

General Skills

Experience

Teaching

Writing/ Editing

Marketing

Customer Service

Computer Skills

Microsoft Word

Past Perfect

Excel

Availability

The Flat Rock Historical Museum Campus is open to the public Tuesday afternoons (beginning in April) from noon to 4 p.m. The Center is open Monday through Friday to staff and volunteers per the weekly schedule calendar. Generally your volunteer time will be during our regularly scheduled hours. However, occasionally there are special events that require volunteers outside these hours.

Please give specific times you are available to volunteer.

Mon. \_\_\_\_\_ Tue. \_\_\_\_\_ Wed. \_\_\_\_\_ Thur. \_\_\_\_\_

Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

I am only available evenings—call me to work special events.

As a volunteer of the Flat Rock Historical Society, I will try to do the following to the best of my abilities. If I fail to do so I understand that I can be released from my duties.

- I will maintain contact with my supervisor(s).
- I will maintain a reasonable appearance.
- I will treat all patrons, volunteers, and staff with the utmost respect and dignity.
- I will arrive at the desired location at the previously arranged time. If I am unable to do so I will try to contact the History Center to notify someone.
- I understand that I can approach the Volunteer Coordinator with any problems that I may have regarding my duties or interpersonal relations relating to the History Center.
- I understand that I can approach the Curator or Board President if the Volunteer Coordinator can not solve the above mentioned problems.
- I have notified the Volunteer Coordinator of any special needs that I may have.

I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily. I understand that misrepresentation is cause for dismissal. I understand that a reference check will be made whereby information is obtained through personal interviews, and other sources that have information about me. I hereby grant permission and consent to any such verification and investigation, agree to cooperate in same, and release from all liability or responsibility all persons, organizations, companies and corporations collecting and supplying information. My services are donated to the Flat Rock Historical Society without contemplation of compensation or future employment and given for charitable reasons. I understand that failure to follow FRHS policies and procedure may be cause for dismissal. I agree to uphold the FRHS mission of historical preservation, exhibitions and education through my actions and words. I also assume the risk of injury and all medical expense incurred from any injury resulting from my volunteer participation. I understand, acknowledge, and agree that I am not covered by Workers' Compensation insurance or benefits provided thereunder and I do hereby release, discharge, and hold harmless the City of Flat Rock, its agents, representatives and employees, from any and all claims whatsoever, known or unknown, for damages or injuries to myself.

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

Guardian Signature if under 18 years of age \_\_\_\_\_

By signing below, I hereby waive and release THE CITY OF FLAT ROCK together with all of its agents, directors, employees, contractors, and volunteers from any liability in the event I should be injured while volunteering for the FLAT ROCK HISTORICAL SOCIETY.

Volunteer Name (Please Print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* NOTE: If you are under 18, this must be signed by a parent/guardian.