



Volunteer Application

CONTACT INFORMATION

First Name _____ Last Name _____

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell _____

Email address _____

Date of birth (year optional) _____

Are you employed? ☐ Full Time ☐ Part Time ☐ Retired ☐ N/A

Are you currently a Member/Friend of the Hampton University Museum? ☐ Yes ☐ No

Are you a student? ☐ Yes ☐ No

School _____ Classification/Major _____

EMERGENCY CONTACT – Person to notify in the event of an emergency

First Name _____ Last Name _____

Phone: _____ Relationship _____

EXPERIENCE, SKILLS, & INTERESTS

How did you hear about the Volunteer program? ☐ Museum Website ☐ Museum Email ☐ Social media ☐ Friend ☐ Other

Do you have volunteer experience? ☐ Yes ☐ No

Do you have experience teaching or training? ☐ Yes ☐ No

Do you have customer service experience? ☐ Yes ☐ No

Do you have experience working with children or youth? ☐ Yes ☐ No

Do you have experience in art, art history, or museums? ☐ Yes ☐ No

For anything marked yes, please describe your experience:

Please rate your computer skills: ☐ Fundamental ☐ Basic ☐ Intermediate ☐ Advanced

Do you speak or read any languages other than English? ☐ Yes ☐ No

If yes, which language(s)? _____

Why would you like to be a volunteer?

What skills and interest do you have (check all that apply)?

- | | |
|---|---|
| ☐ Art History | ☐ Receptionist/Phone Support |
| ☐ Bookkeeping/Accounting | ☐ Research |
| ☐ Calligraphy | ☐ Sign Language |
| ☐ Editing/Proofreading | ☐ Story Telling |
| ☐ Fundraising | ☐ Teaching (Adults) |
| ☐ Library | ☐ Teaching (Collegiate) |
| ☐ Office Assistance (Data entry, filing, etc.) | ☐ Teaching (Pre-School/Elementary) |
| ☐ Photography | ☐ Teaching (Secondary) |
| ☐ Public Relations | |

Is there any additional information that would be helpful for us to know? Hobbies? Skills or special talents? Lived experiences?

AVAILABILITY - Please Indicate your general availability under each day (indicate all that apply)

Early Morning (8 am-10 am), **Morning** (10 am – 12 pm), **Midday** (12 pm – 2 pm), **Afternoon** (2 pm – 5 pm), **Evenings** (5 pm – 8 pm)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday (Special Events)

VOLUNTEER OPPORTUNITIES- Please Indicate all areas of interest. Flexibility is required.

- | | |
|--|--|
| ☐ Archive Aide | ☐ Librarian/Assistant |
| ☐ Communications and Publications | ☐ Mailing Circle |
| ☐ Docent/Tour Guides | ☐ Membership Aide |
| ☐ Educational Programs Aide | ☐ Office Aide |
| ☐ Gift Shop | ☐ Special Events |
| ☐ Greeter/Gallery Monitor | ☐ Story Time |

TIME COMMITMENT: Volunteers are expected to work at minimum 4 hours per month, for at least 3 months.

ACKNOWLEDGEMENT - This information is provided voluntarily and may be used and disclosed for Hampton University Museum's purposes. If selected as a Museum volunteer, I understand that: 1) I will not be paid for my services; 2) I will be expected to adhere to the rules and regulations of the Museum; 3) Any violation of the Museum's policies and procedures may result in my dismissal from the program; and 4) I give my permission for a background check, if necessary for the position offered; 5) Parent or guardian permission is required for volunteers 15-17 years of age.

Volunteer placement at the Hampton University Museum is subject to an official position offer, space availability, and completion of General Orientation. Due to the volume of applications, processing may take up to 1 month. Successful candidates will be contacted directly for an interview. Applications remain on file for 12 months.

----- OFFICE USE ONLY -----

Interview Date: _____
Orientation Date: _____
Start Date: _____
Schedule: _____

Interviewed By: _____
Supervisor: _____
Position: _____
Badge: _____