

# TALLAHASSEE MUSEUM

## ADULT VOLUNTEER APPLICATION

Please print legibly

WE REQUIRE A MINIMUM OF FOUR HOURS PER MONTH OF VOLUNTEER TIME.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

(If different from above)

\_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

EMERGENCY CONTACT: NAME \_\_\_\_\_

PHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

Why do you want to volunteer at the Tallahassee Museum? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What skills, hobbies, education or training do you have that may be utilized as a volunteer?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AREAS OF INTEREST:** Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices of volunteer positions which interest you.

**Collections:**

*Weekdays anytime between 9:30- 5:00*

- Catalog, photograph, scan, inventory and input records into the database.
- Cleaning and sweeping historic buildings
- Exhibit installation

**Education:**

*Tuesdays, Wednesdays, Thursdays or Fridays anytime between 9:30- 5:00*

- Office help:** including but not limited to making copies, running errands, stuffing envelopes, cleaning, organizing storage and filing

*Monday through Friday at 11:30 and/or 1:30, Saturday at 11:30, 1:30 and/or 3:30, Sunday at 1:30 and/or 3:30*

- Animal encounters:** educating museum guests about an animal in the education collection. Preference given to volunteers with animal experience. Volunteers must complete the Museum's animal handling training and must be 18 years or older to hold this position.

- Gardner, Big Bend Farm:** Help maintain this area as a living exhibit of what would have been grown on this farm in the 1880s. Includes planting, weeding and harvesting. Mondays-Saturdays anytime between 9:30 – 4:30 (Earlier times available during hot months)

- Gardner, Hummingbird & Butterfly Garden:** Help maintain these areas as living exhibits. Duties include planting, weeding, mulching and pruning. Mondays-Saturdays anytime between 9:30 – 4:30 (Earlier times available during hot months)

*Saturday anytime between 10:00-4:00, Sunday anytime between 1:00-4:30*

- Fossil Dig Site:** Supervise the dig site area, explain to guests how the site works, and distribute tools to participants.

- Discovery Center:** Maintain this area so it ready to be used by guests; answer guests' questions; be available to assist guests with activities in this area; and help staff to change exhibits in this area.

- Living History:** Dress in period costume and educate museum guests about the buildings and life in different time periods.

- Big Bend Farm
- Bellevue Plantation House
- Building Docent: Provide tours of historic buildings for museum guests.
- Big Bend Farm
- B. O. Wood Commissary
- Bellevue Plantation House
- Concord Schoolhouse
- Bethlehem Missionary Baptist Church

**Animals:**

*Any day of the week 8:30-12:30 or 2:00-5:00*

- Preparing and feeding animal diet; cleaning and maintaining habitats; and assisting in general chores of animal keeping. **Preference is given to volunteers with animal experience. Must be 18 years or older to be considered for this position.**

**Administration:**

Weekdays anytime between 9:30- 5:00

Office help: including but not limited to making copies, running errands, stuffing envelopes, cleaning, organizing storage and filing.

**Special Events:**

Assistance is needed in most aspects of special events. Volunteers can help with planning, set-up, and breaking down. Volunteers also play a crucial role in event promotion. You can easily volunteer in other areas and help with special events, too.

Saturday Matinee of the Arts, February 19, 2011

Pioneer Breakfast, April 9, 2011

Jazz & Blues Festival, April 9 & 10, 2011

Swamp Stomp, July 2011 TBA

Zoobilee October 22, 2010

Halloween Howl October 2011 TBA

Work on one of the planning committees

Volunteer on of the days of the event

Fall Farm Days December 11, 2010

Market Days December 3 & 4, 2011

Work on one of the planning committees

Volunteer on of the days of the event

**How often would you like to volunteer?**

WEEKLY \_\_\_\_\_

BI-WEEKLY \_\_\_\_\_

MONTHLY \_\_\_\_\_

**Which day or days of the week would you like to volunteer? Please put the time frame you can volunteer by the day of the week you are available.**

Monday\_\_\_ Tuesday\_\_\_ Wednesday\_\_\_ Thursday\_\_\_ Friday\_\_\_ Saturday\_\_\_ Sunday\_\_\_

**How did you hear about the adult volunteer program?**

\_\_\_\_\_

**Please give two personal references below and their contact information:**

Name Phone Email

Name Phone Email

**I agree to volunteer at least four hours per month in order to maintain my status as an active volunteer at the Tallahassee Museum.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Return this form to: Tallahassee Museum Jennifer Golden  
3945 Museum Drive 850-575-8684 ext 115  
Tallahassee, FL 32310-6325 FAX 850-574-8243  
jgolden@tallahasseeemuseum.org

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FOR OFFICE USE

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Date application received:

Date contacted about orientation:

Date of orientation:

Date submitted to volunteer supervisor:

Shirt Size:

Notes: