

## Troy Museum & Historic Village Volunteer Application and Agreement

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you ever been convicted of a crime? No  Yes  If yes, explain the nature of the offense \_\_\_\_\_

\_\_\_\_\_

### EXPERIENCE

Current/most recent employer: \_\_\_\_\_

Your title/position: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Your title/position: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Current/most recent volunteer position (name of organization): \_\_\_\_\_

Your duties: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Previous volunteer position (name of organization): \_\_\_\_\_

Your duties: \_\_\_\_\_ Years of Service: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

(Please indicate HS, College, degree(s) and major field(s) of study)

Have you previously volunteered at the Troy Museum: No  Yes  Dates of Service: \_\_\_\_\_

SPECIAL INTERESTS: \_\_\_\_\_

### AVAILABILITY:

Do you prefer to volunteer  Weekly  Twice monthly  Special Projects  On call only

Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

Available days/times for an interview if different: \_\_\_\_\_

Available days/times for training if different: \_\_\_\_\_

## Volunteer Interests

*Please check the skills that you would like to share*

<p><b>History</b></p> <p><input type="checkbox"/> Local History</p> <p><input type="checkbox"/> Michigan History</p> <p><input type="checkbox"/> American History</p> <p><input type="checkbox"/> Historic Preservation</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Genealogy</p> <p><input type="checkbox"/> Reenactor/Describe:</p> <p><input type="checkbox"/> Artisan/What crafts?</p>	<p><b>Special Interests</b></p> <p>I want to work in the:</p> <p><input type="checkbox"/> Cabin</p> <p><input type="checkbox"/> Caswell House</p> <p><input type="checkbox"/> Poppleton School</p> <p><input type="checkbox"/> General Story</p> <p><input type="checkbox"/> Print Shop</p> <p><input type="checkbox"/> Wagon Shop</p> <p><input type="checkbox"/> Parsonage</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Gardening</p> <p><input type="checkbox"/> Period clothing attendant</p>	<p><b>Education</b></p> <p><input type="checkbox"/> Public speaking</p> <p><input type="checkbox"/> workshops/small group presentations</p> <p><input type="checkbox"/> Teaching adults</p> <p><input type="checkbox"/> Teaching children</p> <p><input type="checkbox"/> Hearing/visually impaired</p> <p><input type="checkbox"/> Docent/guide</p> <p><input type="checkbox"/> Other</p>	<p><b>Office</b></p> <p><input type="checkbox"/> Word processing</p> <p><input type="checkbox"/> Bulk Mailings</p> <p><input type="checkbox"/> Reception</p> <p><input type="checkbox"/> Survey tabulation</p> <p><input type="checkbox"/> Filing</p> <p><input type="checkbox"/> Transcribing taped information</p> <p><input type="checkbox"/> Scheduling</p> <p><input type="checkbox"/> Scanning</p> <p><input type="checkbox"/> Other</p>
<p><b>Technical</b></p> <p><input type="checkbox"/> Computer programmer</p> <p><input type="checkbox"/> Computer experience</p> <p><input type="checkbox"/> Web site development/management</p> <p>Experience</p> <p><input type="checkbox"/> Networks</p> <p><input type="checkbox"/> Software:</p> <p><input type="checkbox"/> Video/film equipment</p> <p><input type="checkbox"/> Photography</p> <p><input type="checkbox"/> Other</p>	<p><b>Publications</b></p> <p><input type="checkbox"/> Editing/proofreading</p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> newsletters</p> <p><input type="checkbox"/> Brochures</p> <p><input type="checkbox"/> magazine articles</p> <p><input type="checkbox"/> books</p> <p><input type="checkbox"/> Press releases/ pr layouts</p> <p><input type="checkbox"/> Graphic arts</p> <p><input type="checkbox"/> production</p> <p><input type="checkbox"/> Other</p>	<p><b>Business/management</b></p> <p><input type="checkbox"/> Event/project Coordination</p> <p><input type="checkbox"/> Chairing meetings</p> <p><input type="checkbox"/> Leadership role with volunteers</p> <p><input type="checkbox"/> Resource development</p> <p><input type="checkbox"/> Marketing and advertising</p> <p><input type="checkbox"/> Other</p>	<p><b>Foreign Language</b></p> <p>Language: _____</p> <p><input type="checkbox"/> Speak</p> <p><input type="checkbox"/> Write</p> <p><input type="checkbox"/> Read</p> <p>Language: _____</p> <p><input type="checkbox"/> Speak</p> <p><input type="checkbox"/> Write</p> <p><input type="checkbox"/> Read</p> <p><input type="checkbox"/> Other Languages:</p>
<p><b>Sales</b></p> <p><input type="checkbox"/> Cashier</p> <p><input type="checkbox"/> Sales Associate</p> <p><input type="checkbox"/> Buyer</p> <p><input type="checkbox"/> Other</p>	<p><b>Guest Services</b></p> <p><input type="checkbox"/> Greeter</p> <p><input type="checkbox"/> Public Interaction</p> <p><input type="checkbox"/> Events</p>	<p><b>Human Resources</b></p> <p><input type="checkbox"/> Recruiting</p> <p><input type="checkbox"/> Interviewing</p> <p><input type="checkbox"/> Placement</p> <p><input type="checkbox"/> Training</p> <p><input type="checkbox"/> Other</p>	<p><b>Financial</b></p> <p><input type="checkbox"/> Accounting</p> <p><input type="checkbox"/> Preparing a budget</p> <p><input type="checkbox"/> Bookkeeping</p> <p><input type="checkbox"/> Fundraising</p> <p><input type="checkbox"/> Grant writing</p> <p><input type="checkbox"/> Investing</p> <p><input type="checkbox"/> Other</p>

I understand that I am volunteering solely for the purpose of helping the Troy Museum achieve its mission and goals of educating the public about local and regional history. I understand the Troy Museum does not take volunteers for community service, including court workers.

I agree to abide by all the rules and regulations set forth by the Troy Museum and the Troy Historical Society as they relate to the position I am volunteering for and agree to return all equipment at the conclusion of the program. I herewith release and hold harmless the City of Troy from any and all claims by myself or my family or assignees, which may arise from performance of the duties, for which I am volunteering and while traveling from said duties. I understand that the City of Troy will indemnify me from any and all claims arising from the performance of the duties for which I am volunteering as long as I am following all the rules, regulations, and policies of the department and the City. I understand that the City of Troy has a zero tolerance alcohol policy, of which I agree to abide by when volunteering, as well as abstaining from any alcohol consumption before my scheduled volunteer time. I authorize the City of Troy to investigate my background, as is determined necessary for the particular activity for which I am volunteering.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian (minor) Date

**Please Return To:**

**Loraine Campbell, Museum Manager, 60 W. Wattles Rd. Troy Mi 48098 [LM.campbell@troymi.gov](mailto:LM.campbell@troymi.gov)**

The City of Troy fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, without being subjected or exposed to harassment or discrimination of any kind, including age, national origin, sex, race, religious affiliation, color, height, weight, or marital status.