

Salem Historical Society Volunteer Information Sheet

(Please print clearly)

Last Name _____ First _____ Middle _____

I liked to be called _____ Date of birth __/__/____

Address _____

City/ST/Zip _____

Land line _____ Cell _____

E-mail _____ Fax _____

I have diplomas from: [] high school [] college [] graduate school [] other _____

If student, school you attend _____

If employed, employer _____ Retired []

Male [] Female [] Marital Status: Single [] Married []

When are available to volunteer? Check all that apply.

[] weekday mornings [] weekday afternoons [] weekday evening [] Sunday 1-4 (May-Oct)

Do you have any special skills or interests?

Other clubs or organizations that you belong to _____

In case of emergency, contact:

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Any medical information you would like to share. (Example – pace maker, etc.)

- Items may not be borrowed from organization/premises without written permission from Curator or Director.
- Items(s) must be logged out/registered in book located in mail boxes and logged in.
- Be aware of By-Laws
- Please give a courtesy call if you will be absent
- Dress code – Nice casual attire and appropriate shoes

[] I verify that all of the above is true, complete and correct. I understand that if it is not, I disqualify myself for a volunteer/intern position. I also understand that I am applying for a volunteer/intern position and that this is not an application for, nor a contract of paid employment. I further agree that as a volunteer, I will not accept any payment for my services. I will take required training where applicable. I authorize any verification of licensure if it is required for my volunteer position.

[] If I have prior criminal convictions, I will describe the date and nature of offense here

Signature _____ Date __/__/__

If you are under 18 years of age or unable to legally give consent, a parent or guardian signature is also required.

Parent/guardian signature _____ Date __/__/__

Check areas of interests:

___ Buildings & Grounds – duties include overseeing the maintenance of the Society’s buildings and grounds

___ Finance – Duties include overseeing the Society’s investments and financial operations

___ Gift Shop – Duties include promoting sales and making historical items of interest available to and community

___ Membership – Duties include overseeing membership development of the Society

___ Publications – Duties include overseeing publishing of historical materials

___ Public Relations – Duties include promoting the Society’s activities in the community

___ Ways & Means – Duties include overseeing the fund raising activities of the Society

___ Acquisitions – Duties include overseeing the acquisition, recording, displaying and preserving of Articles relating to Salem

___ Docents – (teaching/education of history) Duties include overseeing the docent/guide program of the society

___ Education – Duties include educating the community of the knowledge of Salem

___ Collections – Duties include the inventorying the items of the Museum

___ Antique Car Care/Maintenance – Responsibilities include caring for our 1923 Model T Ford

___ Data/Computer Entry – Responsibilities include inputting data into our computer system

___ Genealogy – Responsibilities include cataloging our collection of genealogy information

___ Gardening – Responsibilities include caring for our gardens.

___ Housekeeping – Responsibilities include helping to keep our museum clean

___ Events - Creating, advertising, assisting and setting up

___ Fundraising – Ideas, working the event

___ Manage online sales and shipping

