

Mail to: Gloria FitzSimons, Volunteer Program Manager, One Museum Drive, Greenwich, CT 06830

Bruce Museum Volunteer Application Form

Last Name _____ First _____ Middle _____

Mr. Ms. Mrs. Miss. Dr. _____ Nickname _____

Contact Information

Street _____ Apt. Number _____

City _____ State _____ Zip Code _____

Contact Preference:

Home Phone _____ Business _____ Email _____

Education Include degrees/diplomas and/or current school and grade

Employment Experience _____

Volunteer Experience

Have you ever been a Volunteer? No Yes

Have you ever volunteered with us before? No Yes, if so in what year? _____

Volunteer Activity:
Name of Organization (s):

How did you find out about our volunteer program?

Are you currently a member of the Museum? Yes No

Skills

<input type="checkbox"/> Art/Graphic Design	<input type="checkbox"/> Meet, Greet & Serve/Bartend	<input type="checkbox"/> Research	<input type="checkbox"/> Other
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Organize/Coordinate	<input type="checkbox"/> Sales	
<input type="checkbox"/> Edit copy	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Teach/Guide	
<input type="checkbox"/> General Office (Mail/Phones/Fax/Photocopy)	<input type="checkbox"/> Photography (Digital? Yes / No – circle one)	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Software you can use
<input type="checkbox"/> Languages _____ _____	<input type="checkbox"/> Reception Desk	<input type="checkbox"/> Write	

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Preferences

General areas where I'd like to assist (Please see Volunteer Opportunities)

<input type="checkbox"/> Benefit Committee	<input type="checkbox"/> Museum Store	<input type="checkbox"/> Special Events
<input type="checkbox"/> Curatorial / Collections	<input type="checkbox"/> Parent-Child Team	<input type="checkbox"/> Staff Support
<input type="checkbox"/> Docent	<input type="checkbox"/> Reception Desk	<input type="checkbox"/> Simple Tasks
<input type="checkbox"/> Membership	<input type="checkbox"/> Seaside Center	<input type="checkbox"/> Other

Availability

When are you able to start? _____

Please identify the time slots you prefer:

Weekdays:	<input type="checkbox"/> Anytime	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evenings
Weekends:	<input type="checkbox"/> Anytime	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evenings

Personal Reference

Name _____ Phone _____
Relationship _____

Emergency Contact In the event of an emergency please notify:

Name	Phone	Relationship
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Medical Information

Do you have any medical conditions that would affect your ability to perform your volunteer duties, or that the volunteer office should be aware of? Yes No

If yes, please explain:

Personal Information (*This is optional. The information is used only for statistical analysis – and sending birthday cards*)

Date of Birth (mm/dd/yr)

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 Marital Status: Single / Married / Divorced / Widowed
Gender M / F

I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the museum from any liability whatsoever for supplying such information. [Please note: the Museum does not release lists of members or volunteers.] I understand that I will not be paid for my services as a volunteer.

Applicant's Signature: _____ Date: _____



Volunteer Opportunities

Benefit Committees

Assist the Museum by working with other individuals to coordinate, organize and execute specific tasks for the smooth running of a fundraising event. Requires a lot of time, commitment and responsibility.

Curatorial/Collections

Conduct Internet, bibliographic or telephone research, and assist with word processing for planned exhibitions. May include helping to catalogue objects. General office and computer skills are essential. Commitment level here is driven by the project, typically at least 4 hours a week.

Docent

Teach school programs in the Museum and guide exhibition tours for students and adult visitors. Weekly training is provided to prepare for new exhibitions, enhance teaching/touring skills and evaluate program experience. Training is weekly on Monday mornings for the first 3 months and every other week thereafter. Once initial training has been completed, docents must commit to teach at least one program a week.

Membership

Assist with acknowledgement and renewal mailings. Commitment is 2 - 4 hours usually once a week.

Museum Store

Come join our team of Museum Store Staff and receive a 20% discount on purchases. Three hours once a month is the commitment we ask for, but you are welcome, as many do, to work more. Store volunteers are friendly, cheerful and eager to help customers both shop and purchase. Children are some of our most enthusiastic shoppers, so being good-natured and patient is a great quality to possess as well.

Parent - Child Team

Family volunteering is a boon to parents who want to spend comfortable quality time with their children. It gives parents and their 8 – 13 year old children something to talk about as well as something useful and fun to do together while assisting the Museum. Parent - Child Teams help younger children with arts and crafts at family oriented events, or aid the Summer Naturalist at the Seaside Center. Older children have also worked with their parents in the Museum Store or at special events. Grandparent-Grandchild teams also welcome. We train, no experience required. A typical commitment is 3 hours per event.

Reception Desk

Welcome visitors to the Museum and answer questions about exhibits and events. Answer phone calls and transfer messages to appropriate staff. Accept admissions fees and sell memberships

Seaside Center

At the Museum's Seaside Center on Greenwich Point, assist the Summer Naturalist with educational programs and activities. Training is provided. The Seaside Center is only open during the summer months. Commitment is one 3-4 hour shift per week. Especially popular with teen volunteers and parent-child teams.

Special Events

Meet new people and learn while setting up and serving refreshments at the Museum's lectures, receptions, art teas and other special events including Fridays-in-the-Round and Annual Art/Crafts Festivals. Help design invitations or fliers for a special event. Commitment is typically 3-4 hours on the required day or evening.

Staff Support

Give office assistance to staff members in various departments – photocopy, mail, fax, word process, data-entry, photograph, research, scan documents, translate, write/edit. Hours vary with job.

Simple Tasks

Lend a hand – often at the last minute – for a couple hours to work on simple but necessary tasks associated with a special project. You do not have to be a specialist, just someone who enjoys helping out in a museum environment. Examples are: envelope stuffing and labeling; photocopying; making phone calls; writing notes, etc.