



*Embracing the past. Shaping the future.*

## General Volunteer Application Form

Welcome and thank you for your interest in volunteering with the museum. Volunteer application information is confidential and is used for placement purposes.

Application Date: \_\_\_\_\_

|  |  |                                 |                               |
|--|--|---------------------------------|-------------------------------|
| Name:<br>Last:   |  | First:                          | Middle<br>Initial:            |
| Date of Birth:   |  | <input type="checkbox"/> Female | <input type="checkbox"/> Male |
| Complete mailing address:                                    |  |                                 |                               |
| Day Phone:   |  | Evening Phone:                  |                               |
| Best time to reach you: From:      am/pm      To:      am/pm |  |                                 |                               |
| E-mail:  |  |                                 |                               |
| Emergency Contact:   |  |                                 | Phone:                        |
| Special Instructions: (Allergies, Medication, etc.):         |  |                                 |                               |

### Skills and Interests

#### EMPLOYMENT HISTORY

Are you currently employed?    YES    NO

If so, where? \_\_\_\_\_

Work address \_\_\_\_\_

#### (List previous employment)

| ORGANIZATION | POSITION | DATES |
|--------------|----------|-------|
|              |          |       |
|              |          |       |
|              |          |       |

#### Previous volunteer experience (volunteer experience not required)

| ORGANIZATION | POSITION | DATES |
|--------------|----------|-------|
|              |          |       |
|              |          |       |
|              |          |       |

#### EDUCATION

|  |
|--|
| Degree or Certification:                       |
| Do you speak any languages? Please list below. |
|  |
| Sign language?                                 |

Please check all types of volunteer work that interest you.

- Special Events
- Visitor Services
- Administrative/Clerical
- Curatorial Assistant
- Volunteer Team Leader

**For Docent (Tour Guide) opportunities, please obtain a Docent Application Form**

### Availability

**Please check the day and shift time(s) you are available to volunteer:**

| Once a Week: <input type="checkbox"/> | Twice a Week: <input type="checkbox"/> | Twice a Month: <input type="checkbox"/> | Holidays: <input type="checkbox"/> | On Call: <input type="checkbox"/> |     |     |     |
|---------------------------------------|--|---|------------------------------------|-----------------------------------|-----|-----|-----|
| Shift Time                            | Mon                                    | Tue                                     | Wed                                | Thur                              | Fri | Sat | Sun |
| 10:00 am – Noon                       |  |   |                                    |                                   |     |     |     |
| 11:30 am – 3:30 pm                    |  |   |                                    |                                   |     |     |     |
| 1:00 pm – 5:00 pm                     |  |   |                                    |                                   |     |     |     |
| 5:00 pm – 10:00 pm*                   |  |   |                                    |                                   |     |     |     |

\*Museum special events

### Questions

**Please answer the following questions in detail.**

**In your own words, define “museum.” How does the Reginald F. Lewis Museum of Maryland African American History and Culture fit this definition?**

**Why are you interested in volunteering with the MAAHC?**

**What do you believe you will contribute to MAAHC as a volunteer?**

**How do you view your role as a MAAHC volunteer?**

**Have you ever worked with the following groups?**

- |  |  |
|--|--|
| <input type="checkbox"/> Children        | <input type="checkbox"/> Physically Challenged   |
| <input type="checkbox"/> Teens           | <input type="checkbox"/> Learning Disabled       |
| <input type="checkbox"/> Senior Citizens | <input type="checkbox"/> Special Interest Groups |

**REFERENCES**

| <b>Name</b> | <b>Position</b> | <b>Telephone</b> |
|-------------|-----------------|------------------|
| <b>1.</b>   |                 |                  |
| <b>2.</b>   |                 |                  |
| <b>3.</b>   |                 |                  |

**How did you hear about us?**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Referred by friend/volunteer | <input type="checkbox"/> Kiosk or display |
| <input type="checkbox"/> Agency/School | <input type="checkbox"/> Other                        |   |

**I understand that my involvement and placement as Museum volunteer remains the prerogative of the Volunteer and Scholars Program Manager. Volunteer placement is not guaranteed, but dependent upon Museum needs.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return application to:  
Christina Sullivan  
MAAHC Volunteer & Scholars Program Manager  
830 East Pratt Street  
Baltimore, MD 21202  
410-333-1138 Fax

**Volunteer Services Office Use Only**

|                                  |   |  |
|----------------------------------|---|--|
| <b>Interview Date:</b>           | <b>Start Date:</b>                          | <b>Scheduled Day:</b>                                      |
| <b>Interviewer:</b>              |   |  |
| <b>Classes</b>                   |   |  |
| <b>Intro to Volunteer Role</b>   | <b>General Volunteer Scheduling Process</b> | <b>Museum Policies &amp; Procedures/Emergency Protocol</b> |
| <b>Completion Date</b>           | <b>Completion Date</b>                      | <b>Completion Date</b>                                     |
| <b>Customer Service Training</b> | <b>ADA Training/Diversity</b>               | <b>Nametag</b>   |
| <b>Completion Date</b>           | <b>Completion Date</b>                      |  |
| <b>Museum Assignment</b>         |   |  |