

**Verde Historical Society and
Clemenceau Heritage Museum Volunteer Application**

Contact Information:

Name _____

Mailing address _____

Phone: Cell _____ Land Line _____

Email: _____

Emergency contact:

Name _____ Relationship _____

Phone: Cell _____ Land Line _____

What social media do you use? Facebook ___ Twitter ___ Instagram ___ Other _____

Areas of Interest/Skills:

Please circle all that apply

Archeology Architecture Archiving Bookkeeping Board of Directors
Cataloging Clerical Computer tech Data Entry Digital Design/Marketing
Design(interior display/exhibits) Education(adult & school programs) Events
Finance Fund-raising Geology Grants(procurement/writing) Graphic Design
Greeter Historic preservation Historic renovation Insurance services
Leadership Legal services Library services Maintenance Marketing and
Public Relations Office Assistant Past Perfect Program Public speaking
Railroading Research Retail(business/sales) Tour Guide Video recording

Special Skills/other comments:

Availability: Please indicate what days and times you are willing to share your skills.

A minimum of one three-hour shift is requested; Tues/Wed 9-12, Fri/Sat 11-2.

Day of the week _____ Mornings: _____ Afternoons: _____

Ability to work from home? Yes ___ No ___

Interest: Please check which preferred volunteer activities fit your interest

_____ ARCHIVES AND COLLECTIONS: Processes material donations; collects, catalogs, records, accessions, archives, stores, and provides accessibility to artifact collections

_____ EDUCATION: develops and implements learning opportunities for the community's adult and school age populations including life-long learners

_____ EVENTS: Designs, executes and reports special community social activities

_____ EXHIBITS: Designs, produces and executes all displays of historic artifacts while working in conjunction with the archival and collections team

_____ FINANCIAL DEVELOPMENT: Develops and secures adequate financing for the non-profit organization and museum facility, assists the Treasurer in producing the annual budget for operations and oversees the annual audit process.

_____ FUND-RAISING: Implements all activities related to funding the activities of the organizations while working in conjunction with the Events team.

_____ HISTORIC PRESERVATION: Assists the City of Cottonwood Historic Preservation Commission or other historic preservation organizations and educates the public on the value of preserving our heritage and historic legacy in perpetuity.

_____ MARKETING & PUBLIC RELATIONS: Develops and maintains adequate and ongoing communication with stakeholders.

_____ MEMBERSHIP: Develops, implements and manages the organizations membership program

_____ TECHNOLOGY: Manages, implements and assists in all areas of computer technology training and development including maintenance of equipment

_____ VOLUNTEER MANAGEMENT: Outlines, manages, recruits, trains and sustains all volunteer activities

_____ OTHER:

FOR OFFICE USE ONLY

Received: Date _____ **By** _____

Approved: Date _____ **By:** _____

Contacted: Date _____ **By:** _____

Assignment: _____ **By:** _____

Notes/Comments: