



1400 Inspiration Place  
Cedar Rapids, IA 52404  
319.362.8500  
www.NCSML.org

Today's Date: \_\_\_\_\_

**VOLUNTEER & INTERN APPLICATION**

Full Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

How would you prefer to be contacted?  Cell Phone  Home Phone  E-mail

**Emergency Contact Info:**

1) Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2) Name \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Please indicate how you would like to volunteer: (Please check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Museum Gallery</b> (gallery attendant, PM gallery closer) | <input type="checkbox"/> <b>Financial</b> (filing, data entry)  |
| <input type="checkbox"/> <b>Immigrant Home Tours</b> (guided tours)                   | <input type="checkbox"/> <b>Development</b> (data entry, filing, member mailings/calls)   |
| <input type="checkbox"/> <b>Library</b> (reference desk, filing, special projects)    | <input type="checkbox"/> <b>Administrative</b> (filing, phone answering)  |
| <input type="checkbox"/> <b>Grand Hall Host</b> (greet/direct visitors)               |   |
| <input type="checkbox"/> <b>Education</b> (school tour guide)                         | <input type="checkbox"/> <b>Marketing/Communications</b> (design, social networking, outreach, advertising, projects as assigned) |
| <input type="checkbox"/> <b>Programs/Events</b> (craft leader, event assistant)       |   |
| <input type="checkbox"/> <b>Other</b>   |   |

**List any other special hobbies/interests to share**, such as in crafts or hobbies; musical or artistic talent; working with youth or adults; computers; organizational expertise or mastery in other skill-sets?

\_\_\_\_\_  
\_\_\_\_\_

**Do you have any past or current volunteer experience? If so, please list the organization and job description:**

\_\_\_\_\_  
\_\_\_\_\_

**What days and times are you available?** *Regular Museum hours are 9:30 am – 4 pm Monday-- Saturday and 12 pm – 4 pm Sunday.*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:30 am – 1 pm							
1 pm – 4 pm							

- Call me for special events  Yes  No
- Do you enjoy working with youth in grades K – 6?  Yes  No
- Do you enjoy working with youth in grades 7-12?  Yes  No
- Do you have experience working with the public?  Yes  No
- Do you have skills with computers/Microsoft Office?  Yes  No
- Are you currently a museum member?  Yes  No
- Are you currently a member of another museum?  Yes  No
- Due to Covid-19 – are you willing to maintain a clean and sanitized work space?  Yes  No
- Are you willing to follow the museum’s rules & guidelines?  Yes  No
- Are you willing and able to follow specific instructions for tasks given to you by staff when present for your shift?  Yes  No

*Are you volunteering to fulfill a service requirement?*  Yes  No

*If yes, number of hours required: \_\_\_\_\_. Please list the name and title, along with the phone number of the person to whom you report your service hours:*

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Personal References (Not related to you)

1. \_\_\_\_\_

Name
Phone Number
Relationship

2. \_\_\_\_\_

Name
Phone Number
Relationship