

# Banneker-Douglass Museum



## VOLUNTEER APPLICATION

The Volunteer Program for Banneker-Douglass Museum is designed to enhance the daily activities of the museum, assist the BDM staff with their endeavors as well as be active by participating in museum events. This is accomplished by volunteers sharing their gifts and talents in assisting with the presentation of educational, historical, facts of African American ancestry to the citizens of the community through the museum.

### Personal Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Do you verify that you are over the age of 14? : \_\_\_\_\_ Email address: \_\_\_\_\_

### Area of Interest

**Docents (Tour Guides)**

Provide daily interactive tours to the general public and school groups. Provide interpretation of the Museum's wealth of exhibits and information.

**Library & Archives Assistant**

Help keep our holdings organized and accessible with such projects as updating the catalog, maintaining the vertical file, or digitizing delicate materials. Help to preserve and improve access to historical documents & photographs by creating descriptive inventories of selected collections.

**Program Helpers (Assisting with Program Coordinator)**

Don't have much time to volunteer? Help out monthly or yearly with public programs by acting as a host or hostess.

**Administrative Aides**

Provide assistance organizing materials, file, data entry and assist in any duties needed to streamline workflow such as manage front desk.

**Outreach Assistants**

Help promote Banneker-Douglass Museum by assisting with the production of publicity tools, such and projects ranging from bookmarks to social networking.

**General Museum Assistants**

Interested in opportunities beyond what's listed? Contact us and we'll share the various duties that are available.

Days/hours available to work

No Pref. \_\_\_\_\_  
Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
Saturday \_\_\_\_\_ (Summer)Sunday \_\_\_\_\_

Skills:

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

### Previous Employment/ Volunteer History

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### **Volunteer History**

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Dates: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Dates: \_\_\_\_\_

### **Brief Replies**

Why do you wish to volunteer at Banneker-Douglass Museum?

What do you think qualifies you best to be a BDM volunteer?

What else would you like us to know?

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### **References**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency contact person

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If yes, please explain: \_\_\_\_\_

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my services.

As a volunteer, I understand that I am subject to a background check and authorize the State of Maryland to investigate information concerning my education, employment experience, criminal record and all other aspects of my background relevant to the position. Additionally I authorize the release of this information by the appropriate agencies to the investigative service.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_