Volunteer Application Form

Interested in volunteering with the Northwest Montana History Museum? Please complete this application and return it to:

Northwest Montana History Museum
124 Second Avenue East
Kalispell, MT 59901

CONTACT INFORMATION

Your Name: (Please Print) ________________________________
Home Phone: __________________ Work Phone: __________________
Cell Phone: __________________ Email: __________________
Mailing Address: ________________________________________
City: __________________ State: __________________ Zip: ____________
I prefer to be contacted via: ☐ Cell ☐ Home ☐ Email ☐ No Preference
Emergency Contact: __________________ Phone: ______________

ABOUT YOU

Areas of Interest (How would you like to help the museum?)

☐ Acquisitions/Research:
  ☐ Cataloging
  ☐ Data Entry
  ☐ Oral Histories (recording & transcription)
  ☐ Photo ID/Research
  ☐ Storage Classification
  ☐ Textiles & Clothing

☐ Bartending (state-approved class & license required)
☐ Book Club
☐ Carpentry/Construction/Handyman
☐ Classes
☐ Computer Work (Word, Excel, PowerPoint)
☐ Docents/Tours
☐ Education/Teaching (1895 Classroom)
☐ Filing/Office Organizational Skills
☐ Fundraising (experienced)
☐ Gift Shop Staff

☐ Grant Writing (experienced)
☐ Hosting after hours
☐ Marketing/Advertising/Social Media
☐ Providing baked goods/food for events
☐ Quilt Workshop
☐ Sign Language Interpreting
☐ Snow Shoveling
☐ Special Events:
  ☐ Project Management (planning, coordination)
  ☐ Staffing (food service, ticket sales)
  ☐ Preferred Event(s):
    ☐ Teas
    ☐ Lectures
    ☐ Taste of Kalispell

☐ Welcome Desk
☐ Yard Work/Gardening
☐ Other:
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Availability (Please indicate when you’re able to volunteer)
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Day

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Hours (list times)

What previous volunteer experience do you have?

Why do you want to volunteer at the museum?

VOLUNTEER AGREEMENT

As a volunteer at The Museum, I agree to:

- Perform my volunteer duties to the best of my ability and according to the description of the position
- Maintain the confidentiality of all information I may encounter at the Museum, including names, addresses, phone numbers, and any other personal information
- Complete any required trainings for my position and attend volunteer orientations & meetings when possible
- Keep my contact information current & complete all required paperwork in a timely manner, including time sheets and data forms about my volunteer interests
- Call the person in charge at least 48 hours in advance if I’m unable to follow through on my volunteer commitment, and understand that if I miss three shifts without notice, my volunteer status may be revoked
- Treat all people with dignity and respect, and be open to people of all ages, races, sizes, faiths, abilities, gender expressions, sexual orientations, and economic and cultural backgrounds

I understand that I will not receive any financial compensation for the work I perform for the Museum, and I will refrain from soliciting business for myself or others while volunteering.

Signature ___________________________ Date ____________