

DOWNERS GROVE MUSEUM VOLUNTEER APPLICATION
COLLECTIONS, EXHIBITS, PROGRAMS, TOURS, RESEARCH, DIGITIZATION, PREVENTATIVE
CONSERVATION, & GARDEN

Thank you for your interest in being a volunteer. Please complete this form and submit it to a Downers Grove Museum office member or email to museum@dgparks.org. Completion of this application does not guarantee you a volunteer position. A staff member will contact you upon submission of this form, and if this agency selects you to be a volunteer, it will require you to complete a Waiver & Release form, as well as to provide emergency contact information.

Date of application: _____

Name: _____

Address: _____ City _____

State _____ Zip _____

Phone: (day) _____ (evening) _____

(cell) _____

Email address: _____

Are you 18 or over? _____ Yes _____ No

If under 18, please state your age: _____

Have you volunteered with this agency before? _____ Yes _____ No

Please describe any relevant education, employment experience, volunteer experience, training, special skills or interests (you may submit a resume):

Have you been convicted of a felony within the last 7 years? _____ Yes _____ No

If yes, please explain:

Have you ever been convicted as, or found to be, a child sex offender? _____ Yes _____ No

Why are you interested in volunteer work with the Museum? (Circle all that apply)

- | | |
|--------------------------------------|--|
| Interest in history, art, or culture | Love of storytelling and sharing knowledge |
| School/work service hours | Past experience |
| Desire to give back to the community | Looking for new experiences |
| Other: | |

Please list the name and phone number of two non-family personal references:

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

What areas are you available for and interested in volunteering with? (Please circle all that apply)

Exhibits: Help staff curate and install and exhibits

Programs: Assist in DGM programs and summer camps

Tours: Brush up on local history and give tours of the DGM Campus

Research: Answer research inquiries and conduct exhibit research

Artifact Digitization: Photograph or Scan and transcribe written and physical artifacts for digital archives

Preventative Conservation: Reduce damage and deterioration to collections by improving their environment

Garden: Help plant and maintain the Heritage Garden on the DGM campus

Please list the days and times you are available to volunteer. *Please note: the DGM does not offer volunteer opportunities on Sundays, but we can work with you when a staff member is in the building from Monday through Saturday.*

Days: _____ Hours: _____

Days: _____ Hours: _____

Days: _____ Hours: _____

Days: _____ Hours: _____

When Are You Able To Start Volunteering? _____

When Would You Need To Stop Volunteering? _____

(Put "No End Date" if you don't have a specific End Date or Time Frame)

By submitting this application, I affirm the facts set forth in the application are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may lead to the immediate end of my ability to volunteer with the agency.

Signature: _____ Date: _____

It is the policy of Downers Grove Park District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other legally protected basis. Please advise a Museum Staff Supervisor if you need any accommodation to participate in the application process.

EMERGENCY CONTACT INFORMATION FOR VOLUNTEERS

Volunteer Name: _____

Any allergies? If so, please describe:

Any other medical conditions or special needs that we need to be aware of? If so, please describe:

How will you be arriving and departing?

Any other helpful information we need to know?

Please list three individuals to notify in case of an emergency:

Name: _____ Phone: _____

Address: _____

Email: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____

Email: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____

Email: _____

Relationship: _____