

## Churchill County Museum and Archives Volunteer Questionnaire Form

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

The Churchill County Museum & Archives is fortunate that it has paid staff; but like all museums it is also dependent upon volunteers. Volunteers allow the museum to complete many of the necessary jobs of maintaining a thriving museum. This in turn allows the museum to fulfill its purpose of serving the public, providing an educational resource and maintaining and preserving the history of Churchill County. We want and need your help! Your experience allows the museum to fulfill its mission statement which is attached to this application.

How can you help us? Each department often has some type of project in the works. For current and future reference, please check the areas below that are of interest to you:

- Education:** is responsible for creating and handling the educational programs for the museum. The Education Curator coordinates requests for tours and school programs and designs other education projects. Volunteers in this area are referred to as “docents,” – volunteers trained to teach. These volunteer jobs require the ability to work with and deal well with people, especially children. This volunteer position requires the docent training course and a love and enthusiasm for history.
- Research:** is responsible for the maintenance of the museum’s archives. The Research Curator collects and maintains files dealing with all aspects of Churchill County history. All research and genealogical requests go to this department. This volunteer position requires good reading, writing, research abilities, and computer skills.
- Photo:** is similar to the research department in that it is part of the archives. The Photograph Curator is responsible for maintaining the photograph collections. All photograph research requests go through this department. This volunteer position requires the ability to deal with repetitious work, lifting boxes, writing small and legibly and the use of a computer, preferably with knowledge of scanning. Accuracy, attention to detail and organizational skills are a plus.
- Registrar:** is responsible for the museum’s collection. The Registrar maintains the database on the collection, handles, marks and stores all donated and loaned artifacts. All artifacts and most supplies go through this department. This volunteer position requires accuracy and attention to detail. The abilities to lift and deal with dust, and some physical agility are also helpful.

**If you chose to be a museum volunteer, please check the box below that best fits your schedule.**

- I would like to volunteer to work on a regular basis.
- I would like to work as a project becomes available.
- I can begin to volunteer my time on \_\_\_\_\_.

**What else can you tell us about yourself?**

- |  |  |
|--|--|
| <input type="checkbox"/> I can climb a ladder of 5-6 feet    | <input type="checkbox"/> I have good reading skills                              |
| <input type="checkbox"/> I can lift between 5 -20 pounds     | <input type="checkbox"/> I have good writing skills                              |
| <input type="checkbox"/> I am able to tolerate dust          | <input type="checkbox"/> I have good research skills                             |
| <input type="checkbox"/> I am able to write legibly          | <input type="checkbox"/> I have library skills and previous experience           |
| <input type="checkbox"/> I am able to work independently     | <input type="checkbox"/> I have computer skills                                  |
| <input type="checkbox"/> I have data entry skills            | <input type="checkbox"/> I have photographic skills                              |
| <input type="checkbox"/> I have computer transcribing skills | <input type="checkbox"/> I have proofreading and editorial skills                |
| <input type="checkbox"/> I have archival experience          | <input type="checkbox"/> I enjoy working with people                             |
| <input type="checkbox"/> I have a love of history            | <input type="checkbox"/> I enjoy working with children                           |
| <input type="checkbox"/> I have enthusiasm                   | <input type="checkbox"/> I am willing to learn and develop skills from the past  |
| <input type="checkbox"/> I have botanical knowledge          | <input type="checkbox"/> I will wear a costume from the past for museum programs |
| <input type="checkbox"/> I have skills in gardening          | <input type="checkbox"/> I have general construction skills                      |
| <input type="checkbox"/> I have skills in design             | <input type="checkbox"/> I have general handyman skills                          |
| <input type="checkbox"/> I am a safety conscious person      | <input type="checkbox"/> I have skills in woodworking and metal shop             |
| <input type="checkbox"/> I can use hand and power tools      | <input type="checkbox"/> I can mend textiles                                     |
| <input type="checkbox"/> I have organizational skills        | <input type="checkbox"/> I have office skills                                    |
| <input type="checkbox"/> I am creative                       | <input type="checkbox"/> I am skilled with a photo scanner                       |

Other job experiences and outside interests that might apply to museum work:

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**The Churchill County Museum & Archives asks its volunteers to honor the policies listed below as set forth by Churchill County. Please check off each item after you have read these statements.**

- I understand and support the mission, structure and policies of the Churchill County Museum.
- I will conduct myself in accordance with normal business standards.
- I will serve as a goodwill ambassador and communicator of the roll and activities of the Churchill County Museum.
- I agree not to violate the confidentiality of privileged information acquired through the course of museum duties that is not generally known to the public.
- I acknowledge that the objective of volunteer services is the betterment of the museum and service to the community in general.
- I will perform assigned responsibilities willingly and to the best of my ability and accept the guidance of supervisors.
- I will extend courtesy to other volunteers, members of the staff and general visitors.
- I will observe security and safety rules of the museum.

**Thank you for completing the volunteer questionnaire! Just sign and date this form, drop it off or mail it to the museum, and a staff member will contact you.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Churchill County Museum & Archives**

## **Mission Statement**

The mission of the Churchill County Museum is to establish, operate and maintain a public museum and to collect, preserve, study and exhibit the objects, photographs and documents that serve to illustrate the story of humans and nature in Churchill County.

### **These responsibilities are further divided into four areas:**

To share our County's customs and cultures with local, out-of-state and international visitors.

To provide local adult residents with programs and presentations that teach about Churchill County history.

To provide local and out-of-county school children with programs and presentations that teach about Churchill County history.

To ensure that our collections of Churchill County artifacts, photographic images and archival papers are preserved for the future.