



Historical Society of Long Beach

**Volunteer Application Form**

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

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_ Male \_\_\_\_ Female Email: \_\_\_\_\_

**EMERGENCY CONTACT**

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

Phone \_\_\_\_\_

**EMPLOYMENT**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_

Past Employer \_\_\_\_\_ Position \_\_\_\_\_

**EDUCATION**

Highest Level Completed \_\_\_\_\_

Field of Study \_\_\_\_\_

Special Training \_\_\_\_\_

Are you currently attending school? \_\_\_\_ Yes \_\_\_\_ No Name of school \_\_\_\_\_

Are you a member of the Historical Society of Long Beach? \_\_\_\_ Yes \_\_\_\_ No Have you ever done volunteer work? If yes, where? \_\_\_\_\_

What type? \_\_\_\_\_

Do you have any limitations we should consider as we select a volunteer position for you? If yes, please help us by telling us what specific requirements we can provide. \_\_\_\_\_

Why do you wish to volunteer at the Historical Society of Long Beach? What are your interests?

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

**VOLUNTEER OPPORTUNITIES:** Please check all areas of interest:

\_\_\_\_\_ Gallery Worker/Researcher/Cataloger

Welcome visitors and provide information regarding the HSLB, such as membership, current exhibitions, services and events. Staff the gift shop/bookstore, take photo orders, accept archive donations, encourage contributions to the donations box and collect visitor contact information. Help visitors with their HSLB research needs by working with staff and historians, utilizing PastPerfect archive database and other collection locators to retrieve possible items of interest. Identify and conserve donations, then enter them into the PastPerfect archive database.

Special Event Staffer

Assist as needed at HSLB programs and events. Activities may include staffing a display table, selling books, greeting guests, selling tickets, helping with program set up and take down, and food and beverage donation and service.

Cemetery Tour Volunteer

Be an actor or tour guide at the annual Cemetery Tour in October. For other Cemetery Tour opportunities, see "Special Event Staffer", above.

Fundraiser

Assist the Fundraising Committee on an "as needed" basis. May include asking friends to become supporters of the HSLB, helping to identify potential donors, or asking local merchants to sponsor a history program or exhibit.

Technical/Skilled Trades/Artist/Photographer

These Volunteers may have "handyman" skills ranging from shelf installer, drywall and painter to gallery hanger. Artists could develop HSLB signature items to sell in its gift shop. Photographers may be asked to help record special events.

Bookkeeper/Accountant

Use your bookkeeping and QuickBooks skills to assist staff in accounting duties.

"Go To" Volunteer

- Help with whatever needs doing!
- Bulk mailings
- Special projects/clerical
- Organize/clean up archives

TIME

How much time can you give?

- More than one time per week
- One time per week
- Every other week
- On call/substitute
- One time per month

Other (specify) \_\_\_\_\_

When are you available?

Gallery Public Hours

- Tuesday 9 am to 5 pm
- Wednesday 9 am to 5 pm
- Thursday 11 am to 7 pm
- Friday 9 am to 5 pm
- Saturday 9 am to 5 pm

Your Availability

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Events

- "First Fridays" 6 pm to 10 pm
- Saturdays/Evenings as needed

Your Availability

\_\_\_\_\_

\_\_\_\_\_

REFERENCES

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

By signing below, I give my permission to check the references I have listed.

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