

# **Norwood Park Historical Society**

Date \_\_\_\_\_

## **Volunteer Application**

### **Contact Information**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### **Emergency Contact**

Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Relationship to you \_\_\_\_\_

### **Availability**

During which days and preferred hours are you available for volunteer assignments?

\_\_\_ Monday      \_\_\_:\_\_\_ to \_\_\_:\_\_\_  
\_\_\_ Tuesday     \_\_\_:\_\_\_ to \_\_\_:\_\_\_  
\_\_\_ Wednesday   \_\_\_:\_\_\_ to \_\_\_:\_\_\_  
\_\_\_ Thursday    \_\_\_:\_\_\_ to \_\_\_:\_\_\_  
\_\_\_ Friday       \_\_\_:\_\_\_ to \_\_\_:\_\_\_  
\_\_\_ Saturday    \_\_\_:\_\_\_ to \_\_\_:\_\_\_  
\_\_\_ Sunday      \_\_\_:\_\_\_ to \_\_\_:\_\_\_

### **Interests**

- \_\_\_ **Archives** – catalog and properly store museum artifacts
- \_\_\_ **Norwood Park book** – assist with research, fact-checking, proofreading, or map drawing
- \_\_\_ **Data entry** – enter archival information in NPHS database
- \_\_\_ **Educational outreach** – assist with lectures and student programs
- \_\_\_ **Finance/Accounting** – assist with NPHS financial planning and recordkeeping
- \_\_\_ **Fundraising events** – assist with Spring Tea, Craft Show, Yard Sale, House Tour, other events
- \_\_\_ **Garden and grounds** – work on flower beds, landscaping, weeding, mulching
- \_\_\_ **Graphic design/Photoshop** – design NPHS flyers and event materials
- \_\_\_ **NPHS Newsletter mailing** – send via US mail or email (can be done from home)
- \_\_\_ **Museum tours** – give Saturday tours, become a weekly or monthly docent
- \_\_\_ **Office management** – coordinate mail, messages, supplies; maintain equipment
- \_\_\_ **Volunteer coordination** – actively seek new volunteers for NPHS events
- \_\_\_ **Website development** – Use WordPress to create website (NPHS will train you)
- \_\_\_ **Writing** – write articles for NPHS Newsletter or NPHS Journal or help with grant writing
- \_\_\_ **Other** – please specify \_\_\_\_\_

List any specialized skills \_\_\_\_\_

Would you be available for physical labor (moving boxes or furniture, etc.)?    \_\_\_ YES    \_\_\_ NO

Have you volunteered with other organizations? If so, please list them:

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Why are you interested in volunteering at the NPHS?

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How did you hear about the NPHS? \_\_\_\_\_

Please list one professional reference and one personal reference:

Reference #1

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Reference #2

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Please include a **copy of your resume**, if available.

Have you ever been convicted (found guilty) of a crime? \_\_\_ YES \_\_\_ NO

If requested, would you agree to a background check? \_\_\_ YES \_\_\_ NO

Are you at least 18 years of age? \_\_\_ YES \_\_\_ NO If no, please have a parent/guardian sign below, authorizing you (the minor) to volunteer at the NPHS.

I give my consent for \_\_\_\_\_ to volunteer at the Norwood Park Historical Society.

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

Relationship to volunteer \_\_\_\_\_

I certify that all information is true and has been given voluntarily. I (and my heirs) further agree to indemnify and hold harmless the Norwood Park Historical Society (NPHS) for any personal injury or property damage that may occur during and as a result of my presence on NPHS property or while working on any NPHS assignment away from NPHS property. By signing below, I accept agreement with these provisions.

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

(When complete, please mail, email, or deliver to NPHS.)  
5624 N. Newark Ave. • Chicago, IL 60631 • 773-631-4633

[www.norwoodparkhistoricalsociety.org](http://www.norwoodparkhistoricalsociety.org) • [info@norwoodparkhistoricalsociety.org](mailto:info@norwoodparkhistoricalsociety.org)