



**LEWIS & CLARK COUNTY HISTORICAL SOCIETY**

**618 Helena Ave. – Helena, Montana 59601**

[LCCHS1989@gmail.com](mailto:LCCHS1989@gmail.com)

**(406) 422-0546**

**Volunteer Application Form**

Interested in volunteering with the Lewis and Clark County Historical Society?

Please complete this application and return it to the Museum or mail to

PO Box 1864, Helena, MT 59624

**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)
- Fundraising (experienced)
- Grant Writing (experienced)
- Hosting after hours
- Marketing/Advertising/Social Media
- Providing baked goods/food for events
- Exhibits
- Sign Language Interpreting
- Special Events
  - Project Management (planning, coordination)
  - Staffing (food service, ticket sales)
  - Preferred Events(s)
    - Teas
    - Lectures
    - Walking Tours (summer)
- Filing/Office Organization Skills
- Welcome Desk
- Manage Facebook
- Docents/Tours
- Education/Teaching
- Other

Availability (Please indicate when you are able to volunteer)											
	January			April			July			October	
	February			May			August			November	
	March			June			September			December	

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours (list times)							

What previous volunteer experience do you have?

Why do you want to volunteer at this 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 and meetings when possible.
- Keep my contact information current and complete all required paperwork in a timely manner, including time sheets and date 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, faith, 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