Dear Prospective Volunteer,

The Randolph County Historical Society was established in 1959 with the museum following in 1968. Its mission statement is Preserving the history of Randolph County, fostering pride in our local communities, and bringing history to life for kids. Our volunteers work in many areas of the museum and research rooms. We make every effort to place individuals in the position of their interest. However, volunteer position availability varies.

Please email the Board of Directors at [rchsmuseum@gmail.com](mailto:rchsmuseum@gmail.com) or call at 765.584.1334 to schedule an appointment for a screening interview if you are looking for a volunteer position. If possible, print and complete an application to bring to the interview. If this is not possible, we will have copies available for you to fill out.

Once you have secured a volunteer position, we ask that you sign an intellectual property agreement and the museum’s code of conduct handbook.

We look forward to having you as a valuable addition to the Randolph County Historical Society. Please note that the process of becoming a volunteer may take some time, but it will all be worth it.

For questions regarding the volunteer application process, contact the Society at 765-584-1334 or rchsmuseum@gmail.com. We look forward to welcoming you as one of our newest volunteers.

Thank you for your interest.

Sincerely,

Kate Thornburg

PR Director, RCHS Board of Directors

**VOLUNTEER REQUIREMENTS**

**Minimum Age:** 18 years old

**Attendance:** All volunteers must sign –in and –out when reporting for service. Failure to do so and illegible handwriting will result in service hours not being recorded. Time can be recorded on a time sheet, online or via email. This assists in meeting requirements for various grant applications.

**Volunteer Application**

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name. Include Nicknames and Maiden Name, if applicable.

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Current Address

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Telephone

Home: Cell:

Email

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Employer’s Name, if applicable

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Are you at least 18 years of age? Yes \_\_\_\_ No \_\_\_\_

**Placement Preferences**: Indicate 1st (\_\_\_\_\_), 2nd (\_\_\_\_\_), and 3rd (\_\_\_\_\_) choice

1. Filing and Creation of Reference Collections
2. Cataloging and Indexing (to Include Inventorying of Collection)
3. Genealogical Research Requests
4. On-site Greeting of Visitors
5. Cleaning
6. Exterior Maintenance
7. Overflow Artifact Inventory, Sorting, and Organization (work in the barn)
8. Assist with Newsletters and Clerical Work
9. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duration of Volunteer Services:**

One Time: \_\_\_\_\_ 1-3 months: \_\_\_\_\_ More than 3 months: \_\_\_\_\_ On-call: \_\_\_\_\_

**Statement of Understanding**:

I certify that all information is true and has been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest. I release the agency from any liability whatsoever for supplying such information.

I understand that I must be at least 18 years of age to volunteer at The Randolph County Historical Society and if I am under the age of 18 years of age and/or attending high school I will need parental consent.

Upon being offered a volunteer position, I understand that I may be required to provide additional information pertinent to the position for which applied.

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent Signature (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent Name (please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Please answer the following questions:***

What attracted you to this volunteer program? Is there an aspect within the program that motivates you to be a part of this program?

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What would you like to get out of your volunteer experience/internship? What would make you feel like you have been successful?

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Have you ever volunteered? If yes, for what agency and what position?

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Describe the agency and your volunteer responsibilities.

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What have you enjoyed most about your previous volunteer position(s)?

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What skills and qualities do you feel you have to contribute to The Randolph County Historical Society?

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Are you willing to commit to the requirements of the volunteer program?

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