



Winnetka Historical Society
 411 Linden Avenue
 Winnetka, IL 60093
 847-446-0001
 www.winnetkhistory.org
 director@winnetkahistory.org

Winnetka Historical Society Volunteer Application Form

Thank you for your interest in volunteering with the Winnetka Historical Society.

Please complete this form in full and return to the Executive Director.

Email: director@winnetkahistory.org

Mail: P.O. Box 365, Winnetka, IL, 60093

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Cell Phone : _____ Home Phone: _____

Education: High School College Post-Graduate

Skills:

<input type="checkbox"/> Ability to lift 20+ lbs	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Marketing	<input type="checkbox"/> Social Media Content
<input type="checkbox"/> Accounting	<input type="checkbox"/> Exhibits	<input type="checkbox"/> Museum Collections	<input type="checkbox"/> Teaching
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Gardening/Landscaping	<input type="checkbox"/> Organizing	<input type="checkbox"/> Textiles
<input type="checkbox"/> Construction	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Photography	<input type="checkbox"/> Theater/Music
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Working with Kids
<input type="checkbox"/> Digital Media	<input type="checkbox"/> Library/Archival	<input type="checkbox"/> Research	<input type="checkbox"/> Writing/Editing

Hobbies/Special Interests:

Previous volunteer experience:

What interests you about volunteering with the Winnetka Historical Society?

Are you currently a Member of the Winnetka Historical Society? Yes No

Please indicate your availability: Mornings Afternoons Evenings
 Sun Mon Tue Wed Thu Fri Sat

I am interested in volunteering at: the Museum (411 Linden) the Schmidt-Burnham Log House

Please note: if you are interested in volunteering to become a docent at the Schmidt-Burnham Log House, attendance is required at two training sessions and a minimum commitment of three shifts (1pm to 4pm) on Sundays during Open House season, from May through October. Other non-docent volunteer opportunities are available throughout the year at the Schmidt-Burnham Log House (helping to maintain the landscaping, for example); please ask us for further information.

Acceptance into the volunteer program is subject to review by the Executive Director and the successful completion of a background check.



Winnetka Historical Society Volunteer Agreement

Duties and Responsibilities

A docent's first duty is to serve visitors to the Museum by:

- interpreting the Museum's collections for visitors;
- communicating directly with visitors, including the general public, students, special-interest groups, and people with diverse learning style and abilities;
- maintaining an attitude of respect for all visitors regardless of sex, age, national origin, race, or physical abilities.

Docents must also work in concert with other staff and volunteers of the Museum to:

- attend training sessions as required;
- present interpretive programs as designed by the Winnetka Historical Society in a manner consistent with program goals and objectives;
- fulfill the required commitment per month as agreed upon;
- obtain substitutes in the event of absence;
- accept periodic evaluations of programs in a spirit of cooperation;
- maintain an attitude of flexibility and respect in all relationships with peers and staff;
- function at all times within the guidelines and procedures of the Winnetka Historical Society.

Museum Ethics

1. Volunteers must, at all times, comply with all security policies that are in effect for the protection of the Winnetka Historical Society relating to the maintenance of files, documents, records, artifacts, and museum property.
2. Volunteers must hold matters of program function and administration confidential. Volunteers who have access to Winnetka Historical Society collections, research, staff activities, and associated privileged information must respect the confidentiality of their positions, as well as the significance and integrity of the collections.
3. Volunteers may not, at any time, use museum property for their own personal use or for any other use outside that which has been expressly approved by the Winnetka Historical Society in its policies. Volunteers may not work for personal gains other than the gratification and enrichment that result from participating in Winnetka Historical Society programming. Volunteers should be prepared to accept, as conditions of their relationship to the Winnetka Historical Society, any restrictions necessary to maintain public confidence in the Winnetka Historical Society. Should the performance behavior of a volunteer in any fashion be deemed unacceptable, it is the prerogative of the Winnetka Historical Society to rescind that individual's volunteer status.

Authorization for Background Check

As an applicant for a volunteer position at the Winnetka Historical Society, I agree to undergo a background check to protect the safety of Winnetka Historical Society visitors, volunteers and staff. I hereby authorize the release of any information relating to my driving record, criminal history and any additional specific information relating to the position that I am applying for, unless restricted by law. This authorization is made voluntarily, and for the purpose of volunteering only, and information should be given only in response to an authorized request from the Winnetka Historical Society.

Photo Release

The Winnetka Historical Society has my permission to take and use my photograph on printed, electronic, and/or published materials relevant to the organization, without compensation to me.

By signing my name below I am agreeing to all of the above.

Printed Name: _____

Signature: _____

Date: _____