



Wisconsin Museum of Quilts & Fiber Arts Volunteer Application

Name _____ Date _____

Address _____

City/State/Zip _____ Birthday _____

Home Phone _____ Cell _____

E-mail Address _____

Emergency Contact _____ Phone _____

Circle preferred method of contact: Home phone Cell Phone E-mail

About me:

- Hobbies and interests:

- Previous volunteer and work experience:

- How I heard about the Museum and why I'd like to volunteer:

- Special/interesting and/or useful skills I can share:

WMQFA Volunteer Opportunities

Please check box

<p>PROGRAMMING AND EDUCATION: Assist with development of adult program and class offerings as well as children's programming. <input type="checkbox"/></p>	<p>MUSEUM GIFT SHOP: Welcome visitors, answer the phone, explain exhibits, sell merchandise, and maintain appearance of the shop. Choice of week-day or weekend time. <input type="checkbox"/></p>	<p>PHOTOGRAPHY: Event and exhibit photography for brochures, publicity, newsletter and web site. Video or other methods welcome. <input type="checkbox"/></p>
<p>CLASS/WORKSHOP ASSISTANT: Assist the instructor with set up and take down, welcome and registration for participants, refreshments. <input type="checkbox"/></p>	<p>DOCUMENTATION: Assist with recording the information & history of quilts, hooked rugs & fiber arts . Held every year, the last weekend in June, and other scheduled times. <input type="checkbox"/></p>	<p>CLERICAL AND COMPUTER: Assist with data input and maintenance of records, mailings and general office work. <input type="checkbox"/></p>
<p>DOCENT: Provide museum exhibit and farm information for tours, assist with open house for new exhibits. <input type="checkbox"/></p>	<p>SPECIAL EVENTS: Assist with events as part of a planning team. Examples include Cedarburg Festival events, quilt show, rummage sale and University Days. <input type="checkbox"/></p>	<p>WEBSITE: Update and maintain museum website information. <input type="checkbox"/></p>
<p>QUILT INDEX ENTRY: Enter data on-line from archived records. Work at home. Basic computer skills, detail oriented and knowledge of quilts and quilting needed. A training session is provided. <input type="checkbox"/></p>	<p>EXHIBIT ASSISTANT: Assist with exhibit installation and take down, unpacking, packing and shipping. <input type="checkbox"/></p>	<p>BUILDING MAINTENANCE: May include repairs, painting, and other fix-it needs. <input type="checkbox"/></p>
<p>LIBRARY: Assist with library services, intake and recording of books/magazines, maintenance of the collection and check out of materials. <input type="checkbox"/></p>	<p>ACCESSIONING/ACQUISITIONS: Assist with categorizing and recording items donated to the museum, correspondence with donors, and item storage. <input type="checkbox"/></p>	<p>GARDENING & GROUNDS: Planting, tending flower beds, mowing and upkeep of museum grounds. <input type="checkbox"/></p>
<p>VOLUNTEER PROGRAM: Assist committee with volunteer recruitment, support and recognition. <input type="checkbox"/></p>	<p>GRAPHIC ARTS DESIGN: Includes designing signage, posters, flyers for electronic communication. <input type="checkbox"/></p>	<p>MUSEUM EVENTS: Assist with set-up and take down for museum events- for example a lecture or rental event. <input type="checkbox"/></p>
	<p>MEMBERSHIP: Promote museum membership, record keeping, planning for membership events. <input type="checkbox"/></p>	<p>PUBLICITY AND MARKETING: Assist with communication to media, guilds, business and education groups for museum exhibits and special events. <input type="checkbox"/></p>

Availability: Please indicate the time periods you are generally available - this is not a commitment to work these specific times.

Day/Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mornings							
Afternoon							

Are you available to work evening or weekend special events? ___yes ___no

Circle how often you would consider volunteering:

Once a week Once every two weeks Once per month Once every two months

Other _____

WMQFA Personal Image Use

I, (print name) _____, hereby grant permission to the Wisconsin Museum of Quilts & Fibers Arts, Inc., and their representatives, to take and use: photographs and/or digital images of me for use in news releases and/or educational materials. These materials might include printed or electronic publications, web sites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints, and digital reproductions shall be the property of the Wisconsin Museum of Quilts & Fiber Arts, Inc.

Signature _____ Date _____

WMQFA Liability Release

I (print name) _____ wish to donate my services to the Wisconsin Museum of Quilts & Fiber Arts, Inc. and understand there is no payment for services rendered under the volunteer program. I agree to abide by the rules, regulations and policies of WMQFA. I understand confidentiality must be maintained for all internal WMQFA information. I understand I am performing these volunteer activities at my own risk and agree to release the WMQFA from any liability should I be injured. I understand I am a volunteer and not a Museum employee and I am not covered by Workers Compensation.

Signature _____ Date _____

WMQFA Background Check Consent

WMQFA is committed to providing a safe, fun, and engaging learning environment for all our volunteers and visitors. To achieve that goal, we reserve the right to conduct background checks for all potential volunteers (age 18 and above). Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history. I understand this information will be used as part of the volunteer placement process and all information will be kept strictly confidential. I, (print name) _____ authorize WMQFA to complete background checks to make volunteer assignment decisions.

Signature _____ Date _____

If you have questions contact the Volunteer Director at Volunteers@wiquiltmuseum.com or phone 262-546-0300. Mail your completed Volunteer Application to: WMQFA, Atten: Volunteer Director, P.O. Box 562, Cedarburg, WI 53012.