



ARIZONA  
HISTORICAL  
SOCIETY

## Volunteer Application

If you are interested in becoming a volunteer at any AHS location, please fill out this form and return it to:

**AHS Volunteer Application**  
**1300 N. College Ave.**  
**Tempe, AZ 85281**

### Contact Information

Your Name: (Please Print) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I prefer to be contacted via:  Cell Phone,  Home Phone,  E-Mail,  No Preference

Your Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

### Highest Education Level

High School Grad or Equivalent,  Some College,  Bachelor's Degree  Some Graduate School

Master's Degree  Doctorate  Post Doctorate

### AHS Location where you would like to volunteer:

**Flagstaff:**  Pioneer Museum  Riordan Mansion

**Tempe** AZ Heritage Center/Museum at Papago Park:

**Tucson:**  Arizona History Museum  Downtown History Museum  
 Ft. Lowell Museum  Sosa-Carillo Frémont House

**Yuma:** Sanguinetti House

*Thank you for the gift of your time and talent!!*

**Volunteer Interest Areas:**

(check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Archives                | <input type="checkbox"/> Helping with Fundraising   |
| <input type="checkbox"/> Collections             | <input type="checkbox"/> Helping with Grant Writing |
| <input type="checkbox"/> Data Entry              | <input type="checkbox"/> Lobby Desk                 |
| <input type="checkbox"/> Educational Programming | <input type="checkbox"/> Museum Store               |
| <input type="checkbox"/> Exhibits                | <input type="checkbox"/> Tour Guide                 |
| <input type="checkbox"/> General Office          | <input type="checkbox"/> Not sure yet               |

**What skills do you have that you are willing to share with us as a volunteer?**

(Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Answering Phones                      | <input type="checkbox"/> Microsoft Word                     |
| <input type="checkbox"/> Carpentry/Handiwork                   | <input type="checkbox"/> Microsoft Excel                    |
| <input type="checkbox"/> Cash Register Operation               | <input type="checkbox"/> Microsoft PowerPoint               |
| <input type="checkbox"/> Collections                           | <input type="checkbox"/> Project Manager for Special Events |
| <input type="checkbox"/> Customer Service                      | <input type="checkbox"/> Public Outreach                    |
| <input type="checkbox"/> Data Entry                            | <input type="checkbox"/> Public Speaking                    |
| <input type="checkbox"/> Exhibits                              | <input type="checkbox"/> Research – General                 |
| <input type="checkbox"/> Filing / Office Organizational Skills | <input type="checkbox"/> Research - Genealogical            |
| <input type="checkbox"/> Fund Raising (experienced)            | <input type="checkbox"/> Set-up / Break-down Abilities      |
| <input type="checkbox"/> Graphic Art/Design                    | <input type="checkbox"/> Sign Language Interpreting         |
| <input type="checkbox"/> Grant Writing (experienced)           | <input type="checkbox"/> Social Media Management            |
| <input type="checkbox"/> Information Tabling/Staffing a Table  | <input type="checkbox"/> Spanish Language skills (fluent)   |
| <input type="checkbox"/> Landscape Maintenance                 | <input type="checkbox"/> Teaching                           |
| <input type="checkbox"/> Librarianship                         | <input type="checkbox"/> Volunteer Trainings                |
| <input type="checkbox"/> Making Calls                          | <input type="checkbox"/> Web page creation/Management       |
| <input type="checkbox"/> Marketing/Advertising                 | <input type="checkbox"/> Writing/Editing                    |

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_ Page 3

**Availability** – please indicate times you would be able to volunteer

**Months available:**

- |                                    |                                   |                                   |                                   |
|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> January   | <input type="checkbox"/> February | <input type="checkbox"/> March    | <input type="checkbox"/> April    |
| <input type="checkbox"/> May       | <input type="checkbox"/> June     | <input type="checkbox"/> July     | <input type="checkbox"/> August   |
| <input type="checkbox"/> September | <input type="checkbox"/> October  | <input type="checkbox"/> November | <input type="checkbox"/> December |

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

**About you...**

Additional Information I would like you to know about me:

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How/Where did you hear about the Arizona Historical Society, and what ultimately brought you in?

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Why are you interested in volunteering at the Arizona Historical Society?

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Previous Volunteer and/or Relevant Experience:

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*Thank you for the gift of your time and talent!!*

**As an Arizona Historical Society Volunteer, I, \_\_\_\_\_ agree to the following:**

*(Print name of Volunteer)*

- I will perform my volunteer duties to the best of my ability, and according to the description of the position.
- I will maintain the confidentiality of all information I may encounter at the Arizona Historical Society. This includes names, addresses, phone numbers & all personal information in our database or in our files.
- I will complete any required trainings for my position, and will attend volunteer orientations & meetings when possible.
- I will keep my contact information current & complete all required paperwork in a timely manner, including time sheets and data forms about my volunteer interests.
- If I cannot follow through on a commitment to volunteer, I will call the person in charge at least 48 hours in advance (when possible) so that a substitute may be found. I understand that if I miss three shifts without notice, my volunteer status may be revoked.
- I understand as a volunteer, I will not receive any financial compensation for any work or services I perform at or for the Arizona Historical Society.
- I understand that I may not proactively seek business (for my job or business) while volunteering at or for.
- I will treat **all** people with dignity and respect. I will be open to people of all ages, races, sizes, faiths, abilities, gender expressions, sexual orientations, and economic and cultural backgrounds.
- I understand that no AHS staff member, volunteer, trustee, or member of a governing body may compete with AHS for collections or may take advantage of privileged information received because of his or her position relevant to the Arizona Historical Society's collecting scope. Should a conflict of interest develop between the needs of the individual and AHS, those of AHS will prevail.

**I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Applicant**

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

*Thank you for the gift of your time and talent!!*