The museum hosts over a thousand visitors a year. We wish to greet our guests with a warm welcome and tell many stories of life in Sapulpa. We like to encourage any person looking for a volunteer opportunity to join us; all ages are welcome to volunteer!

We need volunteers in all categories! Volunteers can help with: *Tour Guides, Collections, Special Events, Internships/Community Service.*

**TOUR GUIDES**

Guides or docents provide in-depth programs or tours to scheduled visitors on a pre-selected topic. Programs and tours are provided for all ages. Tour guides are needed to engage visitors with objects and provide information on the historical significance, interpretation, culture of origin, uses, relevance, and the relationship to gallery artifacts.

**COLLECTIONS**

​Behind-the-scenes volunteers provide support services to the areas of the museum, including collections. For example, volunteering in collections includes data entry into PastPerfect, photographing, cataloging, mount-making, and proper artifact-handling.

**SPECIAL EVENTS**

Special event hosts assist with a variety of duties for events held at the Sapulpa Historical Museum, including private parties, special openings, etc.

​**INTERNSHIP/COMMUNITY SERVICE**

The Sapulpa Historical Museum is seeking interns for the education department. The intern will be exposed to a variety of tasks associated with museum education, including assisting with educational programming, marketing, and writing curriculum; working with volunteers; giving visitor overviews, guided tours, and living histories; and assisting with special events. A primary project will be assigned after acceptance, based on the student’s interests.

**OTHER**

The duties above are not limited to their description. Other duties are among volunteering at the Sapulpa Historical Museum. Listed below are some duties for all volunteers:

* Research Requests: answering emails and calls about research;
* Cleaning Exhibitions: dusting and sweeping out exhibitions;
* Caring for Flower Beds: weeding and wetting flowers;
* Filing: organizing documents and photographs;
* Computer Work: scanning documents, photographs, and books;
* Carpentry: maintenance such as lights, building cases, etc.;
* Accession: documenting objects, donors, and records;
* Work as Needed: events, plans, and every day projects.

**LIFE SENIOR SERVICES**

If you are 55+ years old, please also fill out the “Life Senior Services Volunteer Application” when finished completing the Sapulpa Historical Society, Inc. volunteer application.

**NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(CITY) (STATE) (ZIP)

**PHONE #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BIRTH DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Tech \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work History \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**More About You (Optional)**

Why are you interested in being a volunteer with us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about our volunteer program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mark X on the date(s) / time(s) you are available to volunteer with us.**

|  |  |
| --- | --- |
| * Tuesday (10 AM - 12:30 PM); * Tuesday (12:30 PM - 3 PM); * Wednesday (10 AM - 12:30 PM); * Wednesday (12:30 PM - 3 PM); * Thursday (10 AM - 12:30 PM); | * Thursday (12:30 PM - 3 PM); * Friday (10 AM - 12:30 PM); * Friday (12:30 PM - 3 PM); * Saturday (10 AM - 12:30 PM); * Saturday (12:30 PM - 3 PM). |

**REFERENCES**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_