



VOLUNTEER SURVEY

Name: _____ Today's Date: _____
Address: _____ Birth Date (month/day): _____
Home Phone: () _____ In case of emergency, please contact:
Work Phone: () _____ Name: _____
E-Mail Address: _____ Phone: _____
Relationship: _____

Are you a: Current Oberlin Heritage Center Volunteer
 Prospective Oberlin Heritage Center Volunteer

SPECIAL SKILLS, INTERESTS, AND PREVIOUS EXPERIENCE:

PLEASE PUT MY NAME ON A LIST OF PEOPLE TO BE CONTACTED WHEN HELP IS NEEDED FOR THE FOLLOWING PROJECTS AND TASKS. CHECK ALL THAT APPLY, AND RATE YOUR PREFERENCES WITH "1" BEING YOUR FIRST PREFERENCE.

Buildings and Grounds

Carpentry projects (i.e. refinishing furniture, small repairs, etc.) Painting and scraping
 Transporting furnishings between buildings Dusting/Cleaning
 Pick-up/delivery of materials for grounds
 Flower Planting Weeding and watering Edging
 Lawn Mowing Snow Shoveling
 Other: _____

Education & Programming

Photographer (please circle: Black & White, Color, Slides, Video, Photo processing)
 Re-enacting historical events Helping with children's activities
 Special project research Special events set-up
 Baking cookies Serving refreshments at events
 Staffing an event as a greeter or a helper at one of our information tables
 Musician willing to perform at events
 Other: _____

Open Houses/Tours

Docent (full training provided for conducting tours of the Oberlin Heritage Center)
 Open house greeter or room docent (with brief training provided to be able to answer general questions pertaining to one museum room during an open house format for visitors)
 Other: _____

Improvement

Community clean-up projects
 Other: _____

CONTINUED ON OTHER SIDE...

Collections

- Collections cataloguing (knowledge of antiques and computer experience helpful)
- Researching artifacts
- Assisting with set-up of special events
- Silver polishing
- Other: _____

Office Assistance

- Helping to assemble mailings
- Typing
- Word-processing
- Desktop publishing (signs, flyers, brochures, graphics/art, posters)
- Other computer skills (please indicate: _____)
- Artist Calligraphy
- Editing/proofreading
- Grant writing Grant research
- Photocopying
- Reception Desk (answering phones, gift shop attendant)
- Making deliveries within walking distance of office
- Making deliveries in Oberlin by car
- Recruiting other volunteers for upcoming events
- Other: _____

Fund-Raising

- Help with fund-raising projects
- I would like to participate/or learn more about offering use of a bed-and-breakfast room in my home to Oberlin College parents for one-to-three nights as a fund-raiser for the Oberlin Heritage Center

AVAILABILITY/SCHEDULING

Please contact me:

- Whenever you need help I would like to volunteer on a regular basis; please contact me to discuss.
- No more than once a month
- Once every three months
- Other: _____

(Please specify—e.g. “not in the summer,” etc.)

I am most often available:

- Afternoons
- Evenings
- Weekends

I prefer to be contacted by:

- telephone e-mail

If you prefer to be contacted by telephone, when is the best time to reach you?

I am not available during the following times:

I prefer projects where I can work:

- At home With others Alone

Thank you for responding to the Oberlin Heritage Center’s volunteer survey. It will help us make better use of our volunteers. Please return your completed survey to the Oberlin Heritage Center office at 73½ South Professor Street, or mail it to MPO Box 0455, Oberlin, OH 44074. Questions? Call our office at (440) 774-1700 or e-mail Mary Anne Cunningham at members@oberlinheritage.org. Thank you! Thank you! Thank you!