



BALL STATE UNIVERSITY MUSEUM OF ART

VOLUNTEER APPLICATION

Thank you for your interest in volunteering at the Ball State University Museum of Art.

Please note, if your application is accepted for consideration, you will be notified about next steps including orientation and training.

Today's Date: _____

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Home Phone: _____

Work Phone: _____

E-mail: _____

Birthday (month and day only; year optional): _____

Areas of Volunteer Support (Check the area(s) in which you have an interest):

- Front Desk Volunteer (includes front desk and coat check)
- Docent (tour guide)

Once you are an active volunteer, you will have the opportunity to help in other areas. Please indicate if you are interested in being contacted about volunteering for:

- Development Events (usually evenings)
- Computer/General Office (weekdays only)
- Community Outreach/Festivals (usually evenings and weekends)

Emergency Contact:

Name: _____

Telephone Number: _____

Relationship: _____

Personal Reference:

Name: _____

Telephone Number: _____

Relationship: _____

Professional Reference:

Name: _____

Telephone Number: _____

Relationship: _____

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Skills:

Please list any relevant computer and/or language skills indicating if you are familiar (1) or proficient (2).

Please list your past or present work experience. Include educational background and any volunteer experience.

Availability:

Please mark all that apply. (The museum is open 9 am to 4:30 pm Monday through Friday, and 1:30 to 4:30 p.m. on Saturday and Sunday. Occasionally the Museum is open during the evening as well.)

Day	Morning	Afternoon	Evening
<input type="checkbox"/> Monday	<input type="checkbox"/> 9:00 am – 1:00 pm	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm
<input type="checkbox"/> Tuesday	<input type="checkbox"/> 9:00 am – 1:00 pm	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 9:00 am – 1:00 pm	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm
<input type="checkbox"/> Thursday	<input type="checkbox"/> 9:00 am – 1:00 pm	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm
<input type="checkbox"/> Friday	<input type="checkbox"/> 9:00 am – 1:00 pm	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm
<input type="checkbox"/> Saturday	Closed	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm
<input type="checkbox"/> Sunday	Closed	<input type="checkbox"/> 12:30 – 4:30 pm	<input type="checkbox"/> 4 – 8 pm

Docents must attend weekly training and upon completion, lead at least one tour per month. Front Desk Volunteers attend training every spring and fall semester, and are required to do at least two 4-hour shifts per month.

Return to:

Curator of Education
Ball State University Museum of Art
Riverside at Warwick Ave.
Muncie, IN 47306
Fax: (765) 285-3372
Email: tsaid@bsu.edu