

VOLUNTEER APPLICATION



OKLAHOMA HERITAGE Association

GAYLORD-PICKENS Museum

1400 Classen Drive • Oklahoma City, OK 73106
405.235.4458 • FAX 405.235.2714
www.oklahomaheritage.com

PERSONAL INFORMATION

Name: _____
Address: _____ City, State, Zip: _____
Daytime phone: _____ Evening phone: _____
E-mail address: _____

REFERENCE *(Reference may not be related to applicant; volunteer references are preferred)*

Name: _____ Relationship: _____
Phone number: _____ E-mail address: _____

CURRENT EMPLOYER

Business name: _____
Supervisor: _____ Supervisor phone number: _____

EDUCATION *Please list school(s) and degree(s)*

WORK EXPERIENCE

VOLUNTEER EXPERIENCE

SPECIAL SKILLS/HOBBIES *Describe any relevant skills you possess that would benefit the Association and Museum.*

Why are you seeking a volunteer position with the Oklahoma Heritage Association and Gaylord-Pickens Museum?

How did you hear about the Oklahoma Heritage Association and Gaylord-Pickens Museum volunteer program?

Please list any medical restrictions, allergies or requirements that may affect your volunteer work:

AVAILABILITY *Please check availability.*

Tuesday ___ am ___ pm Wednesday ___ am ___ pm Thursday ___ am ___ pm Friday ___ am ___ pm Saturday ___ am ___ pm

Are you a member of the Oklahoma Heritage Association & Gaylord-Pickens Museum? ___ Yes ___ No

I verify that the information I have provided is correct, and I understand that upon receipt of this application, the Oklahoma Heritage Association and Gaylord-Pickens Museum will perform a background check.

Signature: _____ Date: _____

VOLUNTEER SKILLS & INTEREST INVENTORY

Applicant name: _____

Help us get to know you by filling out the Skills & Interest Inventory. Your answers will be used to ensure we find the best fit for you in the Heritage Keeper Program.

VOLUNTEER SERVICE AREAS

Please choose at least 4 of the following volunteer categories and rank them according to which opportunities are most appealing to you, with 1 being most appealing:

- | | |
|--|--|
| <input type="checkbox"/> Tour guide/education | <input type="checkbox"/> Gallery monitor |
| <input type="checkbox"/> Museum services | <input type="checkbox"/> Special events |
| <input type="checkbox"/> General office/administration | <input type="checkbox"/> Community relations |
| <input type="checkbox"/> Gardening | |

VOLUNTEER SKILLS & INTERESTS

Read the following skills and interests. Place a check mark next to the skills that best apply to you and the interests you enjoy.

Arts and Crafts

- Sewing
- Sketching/drawing
- Face painting
- Storytelling
- Projects with power tools

Customer Service Skills

- Hosting/greeting
- Providing information
- Operating a cash register
- Retail/sales

Interpersonal skills

- Public speaking
- Phone etiquette
- Working with children
- Working with seniors
- Working with special needs patrons

Computer skills

- Data entry
- Microsoft Office
- Photoshop/graphics
- Internet research

Office Skills

- Editing/proofing
- Operating copier/fax
- Filing/sorting
- Mass mailing/bulk mail

Work Environment

- Work well alone
- Enjoy group work
- Have a high level of patience
- Prefer consistent tasks
- Enjoy variety of tasks



OKLAHOMA HERITAGE Association

GAYLORD-PICKENS Museum

Please return completed application to:
Nicole Harvey, volunteer & museum services coordinator
1400 Classen Drive, Oklahoma City, OK 73106
FAX 405.235.2714 • volunteer@oklahomaheritage.com
Call 405.523.3231 with questions.