

HERITAGE KEEPER VOLUNTEER PROGRAM APPLICATION

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

Please chose 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:

- Tour guide/education
- Museum services
- General office
- Gardening
- Gallery monitor
- Special events
- Community relations

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

Arts and Crafts

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

Interpersonal skills

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

Office Skills

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

Please detach and mail application to:
Gaylord-Pickens Oklahoma Heritage Museum
Heritage Keeper Program
1400 Classen Drive
Oklahoma City, OK 73106

Contact Nicole Harvey, volunteer & museum services coordinator, at 405.523.3231 or volunteer@oklahomaheritage.com with questions.

APPLY

The Association and Museum's Heritage Keeper Volunteer Program offers numerous benefits to its members. Our program strives to provide our volunteers not only continuous education opportunities, but also a place where they can socialize and meet new people with similar interests. Below are some of the benefits that members of the Heritage Keeper Volunteer Program can expect.



BENEFITS

HERITAGE KEEPER BENEFITS

- 15% discount in the Museum Store
- Complimentary one-year individual membership to the Association and Museum after 300 or more hours volunteered in a calendar year
- An opportunity to volunteer at and attend Association and Museum events
- The opportunity to learn more about our state's heritage and share that knowledge with others
- The opportunity to grow and enhance skills as a communicator, educator and scholar of Oklahoma's heritage
- An invitation to the annual Heritage Keeper appreciation event
- Ongoing training and learning through access to the Heritage Keeper library
- Subscription to the *Heritage Keeper Herald* monthly newsletter



Photo courtesies: Hoffman Enterprises/Michael Castillo, Jack Mitchell, Oklahoma Medical Research Foundation, NASA and Oklahoma Historical Society.

VOLUNTEER

to help tell
 Oklahoma's
 story through
 its people



OKLAHOMA HERITAGE Association
GAYLORD-PICKENS Museum

1400 CLASSEN DRIVE • OKLAHOMA CITY, OK 73106
 405.235.4458 • Fax 405.235.2714

www.oklahomaheritage.com



OKLAHOMA HERITAGE Association
GAYLORD-PICKENS Museum

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The Oklahoma Heritage Association was founded in 1927 by Anna B. Korn to create the Oklahoma Hall of Fame, through which the state could honor its most accomplished sons and daughters. Korn also aspired to provide teachers and students programming through which they could learn about and appreciate Oklahoma's heritage.

Since its founding, the Association has grown its programming and influence, becoming the leader in publishing Oklahoma's history, offering more than \$500,000 in scholarships each year to high school students, inspiring students to learn about Oklahoma heroes through the Heritage Week competitions, and developing an awards process that honors educators, individuals and organizations committed to preserving state and local history.

Amidst creating new educational programming for students and adults alike, the Association opened the Gaylord-Pickens Oklahoma Heritage Museum in May 2007. Via high-tech, interactive exhibits, visitors meet the famous and everyday Oklahomans who have shaped the history of our state, country and world.

Since the Museum's opening, the organization has developed a host of new programs, including an annual summer camp, the Oklahoma Voices monthly book club, a Teen Board for high school students, a Second Century board for young professionals and a free field trip program for school children from across the state.

Because the Association & Museum receive no state or federal funding, private donors and members are relied upon to fund programming and fulfill the mission to the fullest potential.

When you join the Oklahoma Heritage Association & Gaylord-Pickens Museum as a volunteer, you make a commitment to embrace that heritage and share that pride with others. You also ensure that the lives and accomplishments of your fellow Oklahomans are remembered for many generations to come. By helping us honor the deserving people and organizations who have made a difference in our state, you also inspire others to follow their lead, creating an even better Oklahoma for all of us.

ABOUT



Do you love Oklahoma's rich and diverse heritage?

It takes many people to accomplish the Oklahoma Heritage Association & Gaylord-Pickens Museum's mission of preserving Oklahoma history and promoting pride in our state, and volunteers are at the forefront of this effort. With each task our volunteers perform, they have the opportunity to make a difference in the lives of both students and adults by sharing the rich heritage of our state. The individuals in our Heritage Keeper Volunteer Program play an essential role in the success of the Association and Museum and get an insider's look at the organizations' operations. Along the way, volunteers will enjoy the networking, socializing and continued learning opportunities the Heritage Keeper Volunteer Program offers.

HERITAGE KEEPER SERVICE AREAS:

Heritage Hosts: enhance the Museum experience of each visitor by providing a warm welcome and answering visitor questions. Heritage Hosts should be comfortable interacting with people of all ages and backgrounds.

Heritage Storytellers: enrich group learning experiences by guiding scheduled Museum tours. As a vital link between the public and Museum exhibits, Heritage Storytellers facilitate learning for visitors of all ages and backgrounds by helping them understand and appreciate our state's rich heritage. Additional training and preparation will be required. Tours and programs are on an on-call, as-needed basis.

Heritage Planners: Assist with the various events the Association and Museum host, including public and private events, gallery openings and special programming. Duties range from coat check attendant and gallery host to greeter and set up/tear down. This service area is on an on-call, as-needed basis.

Heritage Helpers: provide support services to the staff of the Association and Museum. Heritage Helpers work behind the scenes, helping with mailings, data entry, filing and other daily tasks, to support our mission.

VOLUNTEER

The Oklahoma Heritage Association and Gaylord-Pickens Museum strive to enrich community members' understanding and awareness of our state's great history and people. Heritage Keepers provide invaluable support to that mission and are an integral piece of the Association and Museum's team.

To become part of that team, interested candidates must go through the formal application process, beginning with filling out and returning the attached volunteer application. Upon receiving your application, the Association and Museum will supply you with a full application package and schedule an interview. Volunteer interviews are held to determine optimum placement for each individual in the Heritage Keeper Volunteer Program and to answer any questions you may have.

Heritage Keeper Volunteer Program requirements:

- Must be 16 years or older, those under 18 will require parental consent
- Must be willing to commit one year to the program
- Must have internet access
- Must attend formal training sessions
- Must pass reference and background check

Contact Nicole Harvey, volunteer & museum services coordinator, at 405.523.3231 or volunteer@oklahomaheritage.com for more information or with questions.



The Museum is awesome! My favorite part was seeing the statues of all the famous Oklahomans. I really liked listening to my tour guide Mr. Richard tell us all about the people in the Museum.
Amanda, 4th grader at Earl Harris Elementary

PROCESS

HERITAGE KEEPER VOLUNTEER PROGRAM APPLICATION PERSONAL INFORMATION

Name: _____
 Address: _____
 City: _____ State: ____ Zip: _____
 Day phone: (____) _____
 Evening phone: (____) _____
 E-mail: _____

REFERENCE Reference may not be related to applicant

Name: _____
 Relationship: _____
 Phone number: (____) _____
 E-mail: _____

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

WORK EXPERIENCE Past and/or present

VOLUNTEER EXPERIENCE

SPECIAL SKILLS/HOBBIES:

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

AVAILABILITY Please check availability; hours of operation 9 am to 5 pm

Tues ____ am ____ pm Wed ____ am ____ pm Thurs ____ am ____ pm
 Fri ____ am ____ pm Sat ____ am ____ pm

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: _____

Please continue application on reverse

APPLY

