

Thank you for your interest in volunteering at the Buffalo Bill Center of the West. Please complete this form and return it to the Human Resource Department. The information you provide will help us to match your skills and interests to the Center's needs, so don't be modest! Feel free to contact Macey Reed, Human Resources Assistant, at maceyr@centerofthewest.org or 307-578-4001 if you have any questions.

Name (please print) _____

Address _____ City _____ Zip _____

Phone _____ Best time(s) to call _____

Email _____

Contact person in case of emergency _____

Relationship _____ Phone _____

Do you have any health considerations that would limit or prevent you from doing certain kinds of work? ____yes; ____no. If yes, describe your restrictions.

Tell us about your education, employment history, volunteer experience, and any other experiences you'd like to share.

Ideally, how much time would you like to volunteer? _____ hours/week; _____ hours/month

Are there certain days or times of the year that you would not be available? ____yes; ____no
If yes, when?

What do you enjoy doing (working with people, cooking, writing, etc.?) What special skills do you have (organizing, clerical, teaching, carpentry, etc.)? List whatever comes to mind even if you think it might not relate to volunteer work at the BBCW. You'd be surprised at the kinds of help we need!

Now tell us what you don't like to do, and then fill out the inventory on the back.

Volunteers may work in many different areas under the supervisor of departmental staff. Please (x) those activities that appeal to you. This inventory is not inclusive.

_____ **Administration:** Assist with projects, clerical work, or related activities.

_____ **Carpentry:** Use your carpentry skills to help with exhibits.

_____ **Exclusive Tours:** Assist in creating and selling personalized, in-depth, and engaged museum experiences that go beyond the traditional tour formats in the Center of the West's galleries and collection spaces.

_____ **Collections/Conservation:** Clean and care for objects, exhibit cases, and storage areas.

_____ **Curatorial:** Assist with research projects, clerical work, or other related activities.
Indicate which museum(s) you are most interested in.

_____ Buffalo Bill _____ Plains Indian _____ Cody Firearms _____ Whitney Museum
_____ Draper Natural History Museum _____ McCracken Research Library

_____ **Development:** Assist with fund raising mailings and general clerical work.

_____ **Education:** Help with preparation and facilitation of school programs, family programs, and gallery programs with visitors.

_____ **Museum Store:** Assist museum shop staff with checking in merchandise, cleaning jewelry, jewelry sales, and helping in the stockroom.

_____ **Special Events:** Lend your support to the programs and events that interest you the most.
Indicate interests.

_____ Patron's Ball _____ Other:

_____ **Jack-of-all-trades:** Willing to do almost anything.

_____ **Computer Skills:** _____ MS Word _____ MS Excel _____ Databases
_____ Office 365 _____ Graphics

_____ **Other:**

Signature

Date