

Volunteer Questionnaire

South Charleston Museum

311 D Street

South Charleston, WV 25303

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E-mail: scmuseum@yahoo.com, [Http://www.geocities.com/scmuseum](http://www.geocities.com/scmuseum)

Please take a few minutes to fill out this questionnaire. We would like to utilize your time and skills effectively- while ensuring you will enjoy your activities.

Name _____

Address _____

City / State / Zip _____

Phone / Date available _____

Which days would you like to work? (please circle) M T W Th F Sat

Would you prefer to work in the morning or afternoon? AM PM

Do you have office experience?
Yes No

If yes, does that experience include:
Answering phones / taking messages
Filing
Card catalogue
Typing (wpm) _____
Writing letters / memos

Do you have computer experience?
Yes No

If yes, please indicate the software you have used: _____

If no, would you be interested in learning to use computers? Yes No

Which type of project do you prefer?
Long term projects, i.e. several weeks
Short term projects, i.e. a few hours

Are there any projects you would like to avoid? Yes No
If yes, please list. _____

Would you be able for "mild physical labor," i.e. moving small boxes, or objects, climbing stairs, painting walls, etc.
Yes No

Do you find any of the following easy and/or fun to do?

COLLECTION MANAGEMENT

Data entry
Organizing large quantities of information into a file or database system
Proofing correspondence, contracts, manuscripts, and/or lists
Researching special projects
Editing
Cataloguing items

EXHIBITIONS

Gallery guide with school/ tour groups
Set up/ take down of exhibitions
Contacting prospective lenders or donors
Woodworking, shop work, electrical

GALLERY SUPERVISION

Watching the museum,
Answering visitor questions
Answering telephone/ taking messages
Working with school groups

SPECIAL EVENTS

Addressing/ mailing invitations
Setting up/ taking down decorations, refreshments
Serving refreshments
Organizing special projects or events
Tour guide
Tour organizer
Public speaking