



Onondaga Historical Association

Volunteer Application

Your Name: _____

Full Mailing Address: _____

City _____ State _____ Zip Code _____

Day Time Phone: _____ Evening Phone: _____

Cell Phone: _____

E-Mail Address: _____

Please note: We will be informing you of volunteer opportunities by phone and e-mail, especially when we are in need of volunteers on short notice.

Please check all activities you would like to support as a volunteer:

___ **Gift Gallery & Museum Desk Support:** Cash register experience; customer service experience; answering patron questions; friendly; helpful; ability to multi-task; provide guests with information about OHA programs, events, & exhibits. Available any or all of the following days/times: Wed, Thurs, Fri (10-4); Sat & Sun (11-4); especially on days with events.

___ **Exhibition Preparation:** Making & mounting labels, signs, etc. for temporary exhibitions.

___ **Archival Collection Processing:** Review and cataloging historic documents, photos; creating finding aids.

___ **Museum Collection Processing:** Create & send donation forms; number objects; create database records; photograph objects; properly box & store objects.

___ **Special Events/Programs Support:** Solicit ticket sales & in-kind donations; assist with event logistics; support auctions & raffles; prepare & mail invitations, newsletters, & notices.

___ **Building Maintenance and Physical Plant Support** (please note areas of expertise)
___ Plumbing ___ Carpentry ___ Electrical Work ___ General Maintenance Support

___ **Financials:** Accounts payable & receivable; expense/program analyses & special projects. Six hours per week, Mon-Thurs. Undergraduate level accounting is necessary.

___ **Computer Support:** Graphics work; database entry; listserv updates; etc. Please list the programs that you have used (Word, Excel, PowerPoint, etc.): _____



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_____ **Education.** Assist with research, presentations, performances, or serve as a tour guide for Ghostwalk or other education programs.

Days & Hours you are available to volunteer:

Mon. _____

Tues. _____

Wed. _____

Thurs. _____

Fri. _____

Sat. _____

Sun. _____

_____ I am available on short notice.

May we have the names & addresses of any friends/family members who might want to know about volunteer opportunities at OHA?

Please complete and return this form by email, fax, or via USPS.

Our email address: Karen.cooney@cnyhistory.org.

Our FAX number: (315) 471-2133

Our mailing address: Onondaga Historical Association, 321 Montgomery St.,
Syracuse, 13202

Please call us at (315) 428-1864 if you have any questions.

Thank you for your interest in volunteering at the OHA Museum & Research Center!
We' ll let you know soon if we have any openings.