

Onondaga Historical Association

Volunteer Biographical Form

(Please make sure that all of your information is printed legibly. Thank you.)

Your Name

Full Mailing Address (include zip)

Day Time Phone _____ Evening Phone

Fax _____ 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:

___ **General Administrative Support** (answering phones; filing; phone and personal follow-up)

___ **Word Processing & Database support** (completing thank you letters & general correspondence)

___ **Database Management** (with which Microsoft programs are you familiar?): ___ Microsoft Word ___ Excel ___ PowerPoint

___ **Support OHA's Special Events** (ticket sales; in-kind donations; planning and organizing logistics; support of auctions & raffles; preparing & mailing invitations)

___ **Graphic Support** (design and produce brochures, flyers and bulletins)

Graphic Program experience: _____

___ **Website Design and Maintenance**

___ **Building Maintenance and Physical Plant Support** (please note areas of expertise)

___ Plumbing ___ Carpentry ___ Electrical Work ___ General Maintenance Support

____ **Marketing Individual & Corporate Memberships** (OHA Membership Desk)

____ **Front Desk Support** (greeting guests & answering guests' questions)

____ **Guest Host** (providing visitors with information about OHA programs and exhibits)

Days & Hours You are Available To Volunteer:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____
Fri. _____ Sat. _____ Sun. _____

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

Please print, complete, and return this form to us by mail or fax: Our address: OHA, 321 Montgomery St., Syracuse, 13202. Our Fax: (315) 471-2133. For questions, please call us: (315)-428-1864.