

# Volunteer Application Form

The mission of the Ridge Historical Society is to preserve and interpret the unique history of the Beverly Hills, Morgan Park, Washington Heights and Mt. Greenwood communities in Chicago. As a volunteer, you may be filling an office, working with the collection including objects, books, papers, maps and photographs. You may be involved in building maintenance, membership development, financial planning, programming, exhibits and public relations. You will play a vital role for RHS. Every volunteer assignment is important and valued.

\*\*\*\*\*

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

ADDRESS \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
\_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_  
\_\_\_\_\_ EVENING PHONE \_\_\_\_\_

\*\*\*\*\*

Emergency Information: We ask each volunteer/staff member for emergency information. This is only for our use and will not be provided to any callers without your permission. Please provide your emergency contact person's phone number, where they can be reached during the hours you are at Ridge Historical Society. Your contact can be a friend, relative, etc. Also, if you have any special instruction or wish to add your doctor's name, please do so at the bottom of the page.

**IN CASE OF EMERGENCY PLEASE CONTACT THIS PERSON(S):**

NAME \_\_\_\_\_ AND NAME \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**OPTIONAL INFORMATION: THE FOLLOWING MEDICAL AND ETHICAL INFORMATION IS YOUR CHOICE TO PROVIDE:**

MEDICAL INFORMATION: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_ YEAR OF LAST TETANUS SHOT: \_\_\_\_\_

ALLERGIC TO WASP OR BEE STINGS YES \_\_\_ NO \_\_\_

YOUR INITIALS \_\_\_\_\_

# Volunteer Application Form

DATE \_\_\_\_\_ PLEASE SIGN AFTER READING:

I understand that I may be working with or come in contact with information about other people or families and stories about the community. I understand that others may view this as sensitive or private information and I will hold it in confidence.

I also understand that most items, objects and documents are "one of a kind" in this community.

Thus all items, papers, documents, objects, clothing, artwork, photos, books, publication, etc. are the property of or loaned to Ridge Historical Society. You have no right to them; you cannot sell them or steal them. A Police Report and Prosecution can result. If using the items for a program or event then you and a second person must complete a Loan Form (located in the RHS office).

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

COMMITMENT OF VOLUNTEER SERVICE: If Ridge Historical Society agrees to accept your service as a volunteer, we will commit to providing you with adequate information, training and supervision as a volunteer to carry out the responsibilities of the position. You will agree to preform duties as outlined in the position description and guidelines to the best of your abilities, meet time and duty commitments or provide adequate notice so that alternate arrangements can be made, and adhere to the policies and procedures of the organization, including confidentiality of information. You understand that volunteers are not employees of the organization, receive no monetary compensation and no special consideration if applying for a paid position. Ridge Historical Society will do our best to make your experience as a volunteer a productive and rewarding one.

RIDGE HISTORICAL SOCIETY VOLUNTEER AGREEMENT: To complete the application process, read the following volunteer agreements and sign where appropriate.

PHOTO RELEASE AND HOLD HARMLESS AGREEMENT: I agree that Ridge Historical Society may use my likeness in any brochure or promotional materials that will be used to promote the Society. As a volunteer or parent/guardian of a volunteer, I recognize and acknowledge that there may be a risk of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I or my minor child may sustain as a result of participating in an and all activities connected with or associated with the volunteer program, I agree to release and hold judgements, expense, (including attorney fees), costs or liability suffered because of injury or damage of property, that may arise of, or as a consequence of, any volunteer work I preform. I understand that my volunteer status may be terminated at any time for failure to comply with policies and procedures of Ridge Historical Society, including those of the volunteer program or when in the judgement of the society, continued service as a volunteer would be contrary to the best interest of the organization.

I understand Ridge Historical Society may conduct periodic background checks and I will provide additional information as requested. I agree to provide my social security number upon request from Ridge Historical Society, as required by RHS for all volunteers authorized to make purchases for events or programs.

The confidentiality of all information in this volunteer application will be respected.

SIGN AND DATE: I agree that the statements made in this volunteer application have been freely given and are correct and true and that I accept the Photo Release and Hold Harmless Agreements and will provide information for a background check and social security number if requested. Ridge Historical Society will hold all information in this application and agreement in strict confidence.

VOLUNTEER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*VOLUNTEERS UNDER THE AGE OF 18 YEARS OLD MUST HAVE A PARENT OR GUARDIAN SIGN BELOW*

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

INTERVIEWED \_\_\_\_\_  
COMPLETED FORM \_\_\_\_\_  
CONFIRMED \_\_\_\_\_

# Volunteer Application Form

---

As part of our mission and our non-for-profit status, we are committed to using our resources to share information and to educate the public. There is a need to develop a team of people who will work with RHS to help meet these goals. We to respond to historical, architectural, and genealogical requests relating to our community. These requests are referred to volunteers for response. We will train in how to appropriately respond to these requests.

What areas are of most interest to you?

Projects using documents, papers, photos, and books  
Responding to questions about local history, legends and lore.  
Family history or genealogy inquires  
House histories, architecture and historical districts  
Projects with clothing and costumes  
Helping to find speakers or programming ideas  
Educational outreach to students  
Artwork and craft collections  
Household items collections  
Maps or Geology  
Gardening

Library books  
Docent who greets visitors  
House repairs and maintenance  
General office assistance  
Updating RHS website  
Special events  
Storytelling, singing, or public speaking  
Book clubs  
Training on museum software, PastPerfect  
Fundraising

\*\*\*\*\*

Are you currently a member of Ridge Historical Society? Yes\_\_ No\_\_  
(if not, we will provide a membership form to you.)

\*\*\*\*\*

Availability:	All Year	Academic Year	Summer	Fall	Winter	Spring	Varies, so please call
Weekdays:	any day	or prefer to volunteer these days of the week: M T W TH F					
Weekends:	any day	Saturday	Sunday				
Prefer:	Morning	Evening	Both				

\*\*\*\*\*

1/2017