

The National Vietnam War Museum

Volunteer Application

Please fill out this form and return it to the museum to receive consideration for a volunteer position. You may deliver this form in person to our facility at the address in the following paragraph. If that is not convenient, at the bottom of this application you will find our mailing address and also the email address of our volunteer coordinator who can accept it as an attachment to an email.

The National Vietnam War Museum is a 501(c)(3) organization located at 12685 Mineral Wells Highway (Texas State Highway 180) about a mile east of Mineral Wells, Texas. We invite volunteers over the age of 21, of any race or creed, to engage with our clients at our site, online, and by providing various services.

After we receive your application, we will contact you and arrange for an interview in person or by phone with our volunteer coordinator. All information on this form will be kept confidential and will help us find the perfect volunteer activity for you.

Volunteer Application Form

First Name: _____

Last Name: _____

Street Address:

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Birth Year: _____

List any skills, special interests or experience that you would like us to consider when determining the best volunteer position to offer you?

Here are some of the volunteer positions we offer. Please check the ones you would be most interested in.

_____ Assist visitors in museum gift shop.

_____ Assist visitors in exhibit areas.

_____ Work at front door reception desk (Welcome visitors, process gift shop sales, answer phone.)

_____ Office help (Routine office tasks.)

_____ Events (Help with fundraising events, special events, other events.)

_____ Fundraising (May involve telephone calls, writing thank you notes, grant writing, etc.).

_____ Communications (Includes assistance with publications and fundraising messages. Social media experience is sought and appreciated).

On what days are you available? Wed: _____ Thurs: _____ Fri: _____ Sat: _____ Sun: _____

How many hours are you available per week? _____ Do you prefer a 9 AM to 5 PM day? _____ or do you prefer half-days: 9 AM to 1 PM _____ or 1 PM to 5 PM _____?

Please describe any physical limitations you may have: _____

Emergency Contact Name: _____ Phone: _____

Emergency Contact Relationship: _____

Liability Release:

As a volunteer of The National Vietnam War Museum I agree to abide by all policies and procedures as spelled out in the volunteer handbook. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Volunteer Signature: _____ Date: _____

Mail application to: The National Vietnam War Museum, P. O. Box 1779, Weatherford, TX 76086

Email application to: Wayne Sanderson, Volunteer Coordinator: wayne@wsanderson.com