

Volunteer Application: Matilda Joslyn Gage Foundation

Thank you for your interest in the Gage Foundation!
Please tell us about yourself so we can find the perfect fit for your interests.

Today's Date: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____ Cell phone: _____

E-mail address: _____

Preferred way of contacting: _____

Describe any of your special professional training, hobbies, or talents that might match needs of the Matilda Joslyn Gage Foundation:

Are any of these of special interest to you?

- | | | |
|---|---|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Baking | <input type="checkbox"/> Hosting Events | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Copy Editing | <input type="checkbox"/> House Restoration | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Education | <input type="checkbox"/> Illustration | <input type="checkbox"/> Research |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Gift Shop Organizing |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Journalism | <input type="checkbox"/> Web Development |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Legal | |

How many hours per week/month would you like to volunteer? _____

Times available--please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Weekend only |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> On call (variable hours) |
| <input type="checkbox"/> Weekday evenings | |

Are you seeking Community Service hours? If so, what is the name of your school/organization?
How many hours are needed, and what is the completion date?

Please return this form (along with Volunteer Opportunities form) to:

Matilda Joslyn Gage Foundation
PO Box 192
Fayetteville, NY 13066
Ph/fax: (315) 637-9511 Email: Foundation@MatildaJoslynGage.org

Thank you!

Office only: _____

Name of Volunteer _____

Date _____

Volunteer Opportunities: Matilda Joslyn Gage Foundation

Please check box next to each activity that interests you.

Project Volunteer

Help with the Foundation's public events.

Project Coordinator/Event Planner

Act as the project lead in coordinating a public event for the Foundation. Some yearly fund-raising events are: Wonderful Weekend --Oct. (evening entertainment, tours, exhibits, panels, receptions), book signings, Gage's birthday March 24. Or come up with your own event!

Events Assistance

Heavy lifting (helping pack and unpack for major events, tables, boxes of books, etc.)
Preparing/assisting with teas (may include polishing silver, food preparation, serving in period costume)

Office Assistant

Assist with general office tasks (1-2 hours per week or month)
Keep publicity files current
Data entry
Create scrapbooks of events (one for each year)
Filing

Update database
Catalog photos, documents, etc.
Transcribe oral history tapes
Edit/Proofread text
Transcribe Gage's writings and correspondence

Publicity

Write and send press releases
Photograph/film events
Write/Contribute articles for newsletter

Gift Shop

Coordinate, maintain gift shop
Sales during special events such as Wonderful Weekend, Plowshares Craft Festival

Tour Guide (Docent)

Train and become proficient with the history of Gage's work and the Gage Home
Be available to give visitors "tea and tour" (dates negotiable)

Building Maintenance Helper

Rake, trim hedges, shovel snow
Assist with "beautifying" projects
Make repairs
Painting – inside and out

Board Committee Member

Serve on a board committee (for ex., Education, Public Information & Government Affairs, Local Outreach)

Mailing Assistant (periodic)

Assist with occasional large mailings

Continued on reverse

Cook (occasional)

Bake cookies/breads for teas or food for special events

Researcher (below is a sampling of research topics)

Interview former residents of house

Go through our copies of newspaper articles and pull out information related to the Gage Home

Go through transcribed tapes and note references to the Gage Home

Online and library searches

Grant Writer and/or Grant Researcher

Help identify, get background information for, and write grants

Friendraiser

Hold a Friendraiser for the Foundation in your home

Assist with refreshments, sales at a Friendraiser

Website Assistant

Help update website

Create and maintain a blog, Facebook page or listserv

Bookkeeping

Keeping books on grants

Computer Consultant

Provide technical assistance for Foundation's computer systems

Digitize cassette tapes

Graphic Artist

Design brochures, event flyers, displays, forms, etc.

Create eye-catching displays for use at the Foundation's table/booth

Adviser

Serve as a consultant to the Foundation in your area of expertise

Junior Docent (preteen through teen)

Train and become increasingly familiar with the history of Gage's work and the Gage Home

Be available for special events and to lead tours for young people

Coordinator of Junior Docent Program

Recruit and organize activities of junior docents

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Thank you!