



## **Welcome Potential Volunteer!**

Please come join us as we celebrate the wonder and magic of transportation in the 21st Century. Our ranks of volunteers number more than 200—each with their own particular passion and desire to explore, explain and contribute to making Owls Head Transportation Museum vibrant and alive.

“Volunteer Days” are Tuesdays and Thursdays during regular Museum hours. Additionally, on Thursday evenings from 6:00-9:00 p.m. we host automotive, aviation and library/archives workshops. If these days and times do not accommodate your schedule, volunteers are welcomed and appreciated just about any day of the week!

In addition to the perks of working with a great group of like-minded people who thrive on working with cars, planes, motorcycles, ephemera, in educational outreach and a host of other opportunities the Museum presents: those who volunteer more than 30 hours per year receive a free volunteer membership providing admission to OHTM and our many events!

So take a look at the attached volunteer application. You can either print it out at home or come into the Museum and fill one out right here. Our volunteers make OHTM a very special place. We would love to have you become a part of our team!

Best,  
Niki Janczura  
Volunteer Coordinator

# VOLUNTEER APPLICATION



MR./MS.	FIRST NAME	MI	LAST	BIRTHDAY (YEAR OPTIONAL)
MAILING ADDRESS				TELEPHONE
CITY	STATE	ZIP	CELL PHONE	
EMAIL ADDRESS				

## ▶ AVAILABILITY

**Months Available:** *(circle all that apply)*

JAN FEB MAR APR MAY JUNE JULY AUG SEPT OCT NOV DEC

**Days Available:** *(circle all that apply)*

MON TUES WED THUR FRI SAT SUN FLEXIBLE

## ▶ PARTICIPATION

**Which of the following areas do you have an interest in or think you would like to participate in?**

Which of the following areas do you have an interest in or think you would like to participate in? *(check all that apply)*

- Building Maintenance:** Help to do repairs and maintenance in and around the physical plant
- Building Cosmetics:** Keeping the Museum detailed, cleaned and painted
- Sewing:** Repair, alter or create period costumes
- Exhibits:** Help in the assembling of exhibits and exhibit spaces
- Development:** Gather outside support for the Museum
- Grounds Cosmetics:** Detail work, clipping, planting, touch up
- Public Relations:** Help promote the Museum
- Education:** Assist in developing and implementing educational programs
- Brochure Distribution:** Deliver brochures and schedules to motels, restaurants and info bureaus
- Mailings:** Assist in bulk mailings, labeling, stuffing envelopes, etc.
- Computer:** Data input, information retrieval
- Office:** Answer phones, take messages, greet visitors
- Welcome Desk / Store:** Take admissions, sell merchandise, greet visitors, answer questions
- Library / Archives:** Sort, label, categorize books, magazines and photographs
- Photography:** Photograph/videotape events, Museum activities and Museum projects
- T-Rides:** Give rides in Model Ts at events/tours - Model T driving course is a prerequisite
- Tours:** Guide for schools, bus tours, or private groups - Tour Guide course is offered
- Collection Workshop:** Help to keep the collection clean and shining
- Engine Room:** Give tours of the engine room, work on Corliss projects

## ▶ INTERESTS

**What parts of the collection interest you?**  
*(circle all that apply)*

- AIRCRAFT
- AUTOMOBILES
- CARRIAGES
- ENGINES
- MOTORCYCLES
- BICYCLES

▶ **PARTICIPATION** *(continued)*



**Special Event Participation:**

- Admission Booth:** Selling tickets at the admissions booth
- Airport Taxi:** Shuttle visitors across runway
- Exhibitor Gate:** Admit exhibitors on grounds and take admission
- Exhibitor Registration:** Sign up exhibitors at events
- Exhibitor Setup:** Help park and set up exhibitors
- Flightline Admission:** Take admissions from visiting pilots, coordinate taxi
- Flightline General:** Assist in parking/moving, fueling of aircraft and flightline security
- Membership:** Sell memberships to public and exhibitors
- Museum Security:** Insure collection safety, keep out food, pets, etc.
- Pilot:** Fly Museum aircraft
- Raffle:** Sell raffle tickets
- Greeter:** Welcome visitors to the Museum and answer questions
- Flightline Announcer:** Narrate flights or aircraft
- Children's Activities:** Work with children on a variety of crafts and oversee children on pedal cars
- Bi-plane Ride Table:** Complete passenger paperwork and assist with ride preparation

**OFFICE USE ONLY**

- Interview
- Handbook
- Tour
- Nametag

Date Recorded

Recorded By (initial)

**Auction Participation:**

- Auction Assistant:** Help to do a number of odd jobs before, during and after auctions
- Auction Security:** Keep Museum and auction cars protected from abuse and vandalism
- Bidder Registration:** Register auction bidders
- Cashier:** Settle bidder accounts and paperwork
- Holding Area:** Allow only authorized persons into vehicle area
- Bookkeeper:** Keep figures on auction statistics
- Runner:** Move forms and information from area to area
- Spotter:** Help find bids
- Vehicle:** Bring vehicles to auction block

▶ **BACKGROUND** : Current or former occupation - include education, degrees, school names, etc.

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▶ **ALTERNATE ADDRESS** : MONTH: \_\_\_\_\_ THROUGH: \_\_\_\_\_

MAILING ADDRESS

CITY STATE ZIP TELEPHONE