



BARTOW - PELL MANSION MUSEUM

Volunteer Questionnaire

Date _____

General Information

Name:	Email Address:
Contact #:	Alternate Contact #:
Address:	
Emergency Contact Name:	
Emergency Contact #:	

Availability

Please mark your availability (check all that apply and circle time of day):

- | | | | |
|---|---------|-----------|---------|
| <input type="checkbox"/> Monday | morning | afternoon | evening |
| <input type="checkbox"/> Tuesday | morning | afternoon | evening |
| <input type="checkbox"/> Wednesday | morning | afternoon | evening |
| <input type="checkbox"/> Thursday | morning | afternoon | evening |
| <input type="checkbox"/> Friday | morning | afternoon | evening |
| <input type="checkbox"/> Saturday | morning | afternoon | evening |
| <input type="checkbox"/> Sunday | morning | afternoon | evening |

Areas of Interest

These are general descriptions and may be updated as needed. Please mark areas of interest (check all that apply):

- Office:** Administrative duties including: filing, faxing, copying, bulk mailing, and data entry
- Collections:** Support curatorial staff with maintenance, research, and data entry
- Public Programs:** Visitor check-in, help with set up and close down
- Community Outreach:** Assist with distribution of information on museum programs
- Special Events:** Provide support for special events including: 1864-Style Baseball Game, Easter Egg Hunt, etc.

Please complete and return to Margaret Highland, Education Director and Curator
Bartow-Pell Mansion Museum
895 Shore Road, Bronx, New York 10464
mhighland@bpmm.org | 718.885.1461

www.bpmm.org

- Marketing/Communications:** Assist with outreach efforts and marketing for museum programs
- Gardens:** Provide hands-on help with gardens and surrounding grounds
- Docents:** Lead museum tour groups
Please specify audience preference (*circle one*): adult children both
- Fundraising:** Research grant opportunities, write/gather proposal materials, and assist with fundraising events and efforts

Additional Questions

Why would you like to become a volunteer at the Museum?

What are your expectations as a volunteer at Bartow-Pell Mansion Museum?

Please use the space below to highlight hobbies or special skills that you bring to this position.

Are you a volunteer/ docent at any other museum/cultural institution? If so, please include the name and share some of your responsibilities.

Please use the space below to list additional volunteer work, clubs, and affiliations.
