

BEHIND-THE-SCENES VOLUNTEER PROGRAM

Send to: Ed Chaisson at fax (617) 495-7263

BTS # _____

VOLUNTEER PROJECT DESCRIPTION

The information on this form will be recorded in the Behind-the-Scenes Volunteer Program database. Prospective volunteers will receive a copy of this description only when their interests match the description of tasks and their qualifications match the required skills listed on this form. Please keep in mind that your description will be competing with hundreds of other Smithsonian volunteer descriptions. The more you can make yours stand out, the more likely you will get a volunteer referral. For suggestions on how to write an attention getting project, please call the Behind-the-Scenes Volunteer Program staff.

ALL FIELDS BELOW ARE REQUIRED! Incomplete forms will not be processed.

BUREAU or MUSEUM _____

Department or Division _____ **Room** _____ **MRC** _____

BRIEF MISSION OF YOUR BUREAU, MUSEUM OR DEPARTMENT:

Volunteer Supervisor _____ Phone _____

External SI E-mail Address _____ FAX _____

Volunteer Timekeeper _____ Phone _____

External SI E-mail Address _____ FAX _____

DESCRIPTION OF VOLUNTEER TASKS (include location of work and accessibility considerations):

REQUIRED SKILLS, EXPERIENCE or EDUCATION:

Number of Volunteers Needed: _____ Minimum hrs/week/volunteer: _____

Project Duration: Start Date _____ End Date _____ or Indefinite _____

*Can this project use short-term, time-concentrated assistance (e.g., one volunteer who can work for two 30-hour weeks)? **Yes** ___ **No** ___

*Is the project suitable for mature high school students? **Yes** ___ **No** ___

*Do you have an urgent need for volunteer help? **Yes** ___ **No** ___

*In the interest of speed, do you give permission to have BVP staff release your name and contact information to any applicant who has been interviewed, screened and deemed appropriate for this project PRIOR to your review of the application? **Yes** ___ **No** ___

Name(s) of any volunteer(s) to whom this project applies:

*We recommend that you read the **Handbook for Volunteers Working Behind-the-Scenes** to become familiar with program guidelines. Please call 357-2987 if you would like a copy of this handbook.*