



# *Edward-Dean Museum & Gardens*

## *Docent/Volunteer Application*



### Contact Information

Name	
Street Address	
City, State, Zip	
Home Phone	
Work Phone or Cell Phone	
E-Mail Address	
Which number preferred? _____ Best time to call? _____	

### Availability

During which hours are you available for Docent/Volunteer assignments?  
 (Morning shift is from 10:00am-1:30pm & Afternoon shift is from 1:00pm-5:00pm)

Wednesday Morning       Wednesday Afternoon  
 Thursday Morning       Thursday Afternoon  
 Friday Morning       Friday Afternoon  
 Saturday Morning       Saturday Afternoon  
 Sunday Morning       Sunday Afternoon

Would you be interested in volunteering for evenings and/or special assignments?     yes     no

If yes, please indicate below which day you are willing to volunteer.

Friday     Saturday     Sunday    Please indicate hours available \_\_\_\_\_

### Interests

Which areas would you be interested in volunteering? (May select multiple areas)

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Clerical  
 Cleaning  
 Data Entry  
 Events  
 Gardening  
 Organizing  
 Pond  
 Tours (Adult)  
 Tours (School)  
 Typing (Labels)  
 Volunteer coordination  
 \_\_\_\_\_ Other

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## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

## Previous Volunteer Experience

Summarize your previous volunteer experience.

## Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip	
Home Phone	
Work Phone or Cell phone	
E-Mail Address	

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

# Edward-Dean Museum & Gardens

## Agreement

As a Docent/Volunteer of the Edward-Dean Museum & Gardens, I agree to:

- Carry out responsibility in good faith and to the best of my ability.
- Fulfill training program requirements.
- Arrive and leave at appointed time, unless specific arrangements have been made with the Coordinator.
- Secure a substitute and notify the Coordinator in advance of absence. In emergency I will do my best to notify the Museum or Coordinator.
- I agree to volunteer at least four (4) hours each month. (My name will appear on the docent calendar at least once every month).

## Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## Edward-Dean Museum & Gardens Mission Statement

The Edward-Dean Museum & Gardens (EDM) is committed to restoring and protecting the Museum's collection of 16th through 19th century decorative arts while offering the residents of Riverside and San Bernardino Counties and the Southern California region opportunities for social, cultural, and educational enrichment through the exploration of the unique and picturesque setting of the Museum & Gardens. EDM promotes cultural excellence by preserving and expanding the Museum's collection of decorative art while maintaining the distinctive character and history of the Museum & Gardens that was developed by the donors. The Museum presents quality exhibits and programs for youth and adults and conducts public outreach activities to increase familiarity of the Museum and its resources across all age groups in the community, especially targeting primary and secondary schools, colleges, and community organizations. EDM continues to encourage community involvement by promoting the Museum through sponsorship of exhibits and other activities by local organizations, increased publicity of Museum events, and participation in trade show, fairs, and other community activities.

Submit to: Edward-Dean Museum & Gardens  
9401 Oak Glen Road  
Cherry Valley, CA 92223  
951.845.2626