



Peterborough Museum & Archives

Interested in volunteering?

The Peterborough Museum & Archives welcomes your support and dedication.

Please provide the following completed documents:

- Volunteer Application
- Volunteer Contract
- Volunteer Reference Check Permission Form
- Police Criminal Record Check

Guidance for obtaining a Criminal Record Check by the Peterborough Lakefield Community Police is available online:

<http://www.peterboroughpolice.com/request/record-checks/>

The Museum's Volunteer Coordinator will contact you to discuss available volunteer opportunities and to schedule an interview. Volunteer positions involve on-the-job training and commitment.

Volunteers are important to the success of the Peterborough Museum & Archives.

Thank you!

Please fill in the form and save it.
Email the attachment to dmcilwain@peterborough.ca



PO Box 143, 300 Hunter Street East
Peterborough ON K9J 6Y5
Telephone: 705.743.5180 Fax: 705.743.2614
www.peterboroughmuseumandarchives.ca

Peterborough Museum & Archives

Volunteer Application

All personal information is collected strictly for the administration of Peterborough Museum & Archives Volunteer Program and is confidential.

Please direct any questions to the Museum's Volunteer Coordinator at 705.743.5180.

Volunteer Information

Title: _____ First Name: _____ Last Name: _____

House #/Apt: _____ Street: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Emergency Contact: _____ Phone: _____

What are your skills? (Check all that apply)

Art	Design	Genealogy	Research
Customer Relations	Editing	Marketing	Retail
Data Entry	Education	Reception	Writing

Other: _____

What are your interests? (Check all that apply)

Archives	Clerical	Exhibitions	Public Programs
Artifacts	Conservation	Promotions	Special Events
Visitor Services			

Other: _____

When are you available? (Check all that apply)

Sunday	Morning	Afternoon	Evening
Monday	Morning	Afternoon	Evening
Tuesday	Morning	Afternoon	Evening
Wednesday	Morning	Afternoon	Evening
Thursday	Morning	Afternoon	Evening
Friday	Morning	Afternoon	Evening
Saturday	Morning	Afternoon	Evening

Where are you available to volunteer? (Check all that apply)

On-Site, Peterborough Museum & Archives	Off-Site, Peterborough City Limits
Off-Site, Peterborough Downtown	Off-Site, Peterborough Region

Signature: _____

Date: _____ (yyyy – mm – dd)



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Volunteer Contract

The Universal Declaration on Volunteering, International Association for Volunteer Effort, January 2001, The Netherlands.

The Universal Declaration on Volunteering supports the right of every woman, man, and child, to associate freely and to volunteer regardless of their cultural and ethnic origin, religion, age, gender, and physical, social or economic condition. All people in the world should have the right to freely offer time, talent, and energy to others and to their communities through individual and collective action, without expectation of financial reward.

The Peterborough Museum & Archives seeks the development of volunteering that:

- elicits the involvement of the entire community in identifying and addressing its problems;
- encourages and enables youth to make leadership through service a continuing part of their lives;
- provides a voice for those who cannot speak for themselves;
- complements but does not substitute for responsible action by other sectors and the efforts of paid workers;
- enables people to acquire new knowledge and skills and to fully develop their personal potential, self-reliance and creativity;
- promotes family, community, national and global solidarity.

The Peterborough Museum & Archives believes volunteers and the organizations and communities they serve have a shared responsibility to:

- create environments in which volunteers have meaningful work that helps achieve agreed upon results;
- define the criteria for volunteer participation, including the conditions under which the organization and the volunteer may end their commitment, and develop policies to guide volunteer activity;
- provide appropriate protections against risks for volunteers and those they serve;
- provide volunteers with appropriate training, regular evaluation and recognition;
- ensure access for all by removing physical, economic, social, and cultural barriers to their participation.

Signature of Applicant: _____ Date: (yyyy-mm-dd)

Signature of Volunteer Coordinator: _____ Date: (yyyy-mm-dd)



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Peterborough Museum & Archives Reference Check Permission Form

I, _____ hereby grant permission for the Peterborough Museum & Archives, City of Peterborough, to contact the following individuals as references in connection with my application for a volunteer position at the Peterborough Museum & Archives.

PRESENT / FORMER EMPLOYER CONTACT INFORMATION		PHONE #
1.	Name:	
	Title:	
2.	Name:	
	Title:	
3.	Name:	
	Title:	

Signature: _____

Date: (yyyy-mm-dd)



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