

# Volunteer Application

Thank you for your interest in becoming a volunteer at Stahls Motors and Music Experience.



## Personal Information

Name	
Birthdate (MM/DD/YYYY)	
Street Address	
City, State, ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	
T – Shirt Size	
Preferred Hospital	

Occupation: \_\_\_\_\_ Current Employer: \_\_\_\_\_

Retired: Yes ☐ No ☐

Are you a Veteran? Yes ☐ No ☐

If yes, what branch and service years? \_\_\_\_\_

## Office Use Only (Do Not Fill Out)

Date Received: \_\_\_\_\_

Start Date: \_\_\_\_\_

## Referred By:

## Availability

During which hours are you available for volunteer assignments?

\_\_\_\_ Weekday mornings      \_\_\_\_ Weekend mornings  
\_\_\_\_ Weekday afternoons      \_\_\_\_ Weekend afternoons  
\_\_\_\_ Weekday evenings      \_\_\_\_ Weekend evenings  
\_\_\_\_ Special Events      \_\_\_\_ Other (please explain) \_\_\_\_\_

\_\_\_\_ I prefer to volunteer on a regular schedule

\_\_\_\_ I prefer to volunteer for special events only

## Interests

Check which areas you are interested in volunteering or have had prior experience:

## **VOLUNTEER POSITIONS**

- ❑ Docent
  - Volunteers in this position walk through the collection or choose a designated spot and speak with visitors. Docents understand basic information about the collection and items to answer visitors' questions. Docents must have a pleasant personality and enjoy speaking with visitors. This is a scheduled position for open hours. This position requires standing and movement.
- ❑ Tour Guide
  - Volunteers in this position complete tour guide training. Tours can include corporate outings, music tours, specific vehicle tours, school tours, girl scout/boy scout tours, special education tours, and more. Each tour will have a lead tour guide who will conduct meetings to create the proper material for the specific tour. Tour guides present pre-made presentations and activities to the tour groups. This position requires standing and movement.
- ❑ Event Volunteer
  - Volunteers in this position work alongside Docents to fill needed spaces. This position can include inside or outside coverage and can occur any day of the week. This position can include regular tasks or one-time tasks such as driving golf carts, handling raffle items and tickets, being a docent on the main floor, set up, tear down, and more. This position is scheduled on an as needed basis.
- ❑ Hospitality Hostess/Merch Store
  - Volunteers in this position handle money going in and out of the gift shop store. This includes stocking merchandise, tracking inventory, and keeps areas neat. Volunteers will also welcome visitors as they enter and thank visitors as they leave while handing out the thank you notes.
- ❑ Snack Shack
  - Volunteers in this position will stay near the HUB to watch for visitors looking to purchase a snack or drinks. This includes handling the cash box and stocking inventory.
- ❑ Research/Archives
  - Volunteers in this position help with organizing the collection library, education materials, finding information on collection items, creating files, and reaching out to other museums or sources. This position is a scheduled position.
- ❑ Marketing/Advertising
  - Volunteers in this position research shows for the advertising team to attend. This position has a group who takes a promotional tent, table, chairs, and information to shows and events. Most of these shows will be ones we are unable to bring a vehicle to. This position is schedule on an as needed basis and will require physical labor (setting up tents/tables, carrying boxes...)
- ❑ Program Facilitator
  - This position creates learning seminars for the Volunteer Experience Team. Volunteers work to gather information and recruit sources to create a presentation of valuable information. This is a scheduled position that puts on seminars quarterly.
- ❑ Clerical
  - Clerical volunteers assist the office staff behind the scenes by typing, helping with record-keeping, documents, and computer data entry. Those with computer experience or experience with special programs are always welcome! This is a scheduled position.
- ❑ Special Events Prep
  - Volunteers in this position assist with tasks leading up to large events and tasks after events are completed. Examples include cutting, bundling, stamping, folding, bagging, counting material, and more. This position is scheduled on an as needed basis.
- ❑ Music Room
  - Volunteers in this position are trained to explain the history of machines and know how to start and stop the music machines. These volunteers can also run the main room organs.
- ❑ Pit Crew
  - Volunteers in this position have a background working on classic vehicles or a certain skill. This position will be split into multiple sub-positions such as Leather Treatment, Bucket Wash, etc. Training for every sub-position and annual renewals. These volunteers follow the Collections standards and guidelines.

### **Skills, Interest, and 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: tasks, position, organization, location, dates.

### **Car Club/Music Organization Affiliation**

List memberships to any car clubs, auto related, or musical organizations.

### **Physical limitations**

Summarize your physical limitations that may impact your ability to perform job functions.

### **Dietary Restrictions / Allergies**

List any food allergies and dietary restrictions. Please list if you have an EpiPen or any other devices / medication used with reactions, along with instructions we may need to know about in case of emergency.

### **Current Medications**

List any medications that may impact your ability to work on/around vehicles and equipment. Please list any medications along with instructions we may need to know about in case of emergency.

### **Previous Criminal Convictions**

Summarize your criminal convictions including any felony charges.

### **Other**

Please include anything else you feel is necessary for us to know.

### **Person to Notify in Case of Emergency**

### **Relation:**

Name			
Street Address			
City ST ZIP Code			
Home Phone		Cell Phone	
E-Mail Address			

### Media Release

The Stahls Automotive Foundation periodically uses photographs, video or audio footage and/or testimonials of/by volunteers for local, regional or state publicity or educational purposes. These may be taken or documented by either the Foundation's employees, its' authorized agents or the commercial media. By my signature on this application form below, I give permission for the Foundation to use, reuse, republish, and copyright such photographs, video and/or audio footage testimonials, and my name for educational and publicity purposes.

### Notice of Background Investigation Check

To ensure the safety and security of all guests at the Stahls Automotive Foundation, a background investigation in compliance with the Federal Fair Credit Reporting Act is conducted on all volunteers. I agree to provide my driver's license or state issued ID and social security for the purposes of conducting this background investigation. All information pertaining to this investigation is kept strictly confidential.

### Liability Disclaimer

I hereby release indemnity and hold harmless Stahls Automotive Foundation, the foundation at which I volunteer, including its employees and or agents, from any and all liability in connection with any injury, including any injury caused by negligence, in conjunction with volunteer activities. I acknowledge that there are certain foreseeable and unforeseeable risks associated with participating in any event or program, including but not limited to, illness, traveling to and from event and/or programs, and effects of the weather, all such risks being understood and appreciated by me.

I certify that I am offering my services on a volunteer basis. I understand that I will receive no pay, benefits or other privileges of employment of any kind for my services. I further understand that Stahls Automotive Foundation does not carry or maintain health, medical or disability insurance coverage for any volunteer. I expressly assume the risk of injury or harm that may occur in the course of my volunteer activities.

### Confidentiality

I understand that all information, for example, the value of collection items, financial records, personal information about employees and Stahl family members, etc, of which I may become aware while performing duties at the Stahls Automotive Foundation is confidential and proprietary, and that I am expected to refrain from disclosing it to anyone.

My signature below indicates that I have read the above paragraphs and agree to abide by its provision; 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.

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Signature of Applicant

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Date

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Printed Name of Applicant

**Thank you for your interest in Stahls Motors and Music Experience. After completing this application, please mail or email to the following:**

Stahls Experience 56516 North Bay Drive Chesterfield, MI 48051	Chloe Gieraga Event and Volunteer Coordinator (586) 749-1078 ex.6 chloe.gieraga@stahlsauto.com
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