



Japanese American National Museum
Student Volunteer Application

(Age 15 –18 years old)

Instructions:

- a. Please answer ALL questions
- b. Please PRINT clearly and check (✓) all that apply; use black or blue ink or type your responses
- c. **Interviews by appointment only; NO WALK-INS**

Fax, mail, or deliver this application to:
 Japanese American National Museum
 369 East First Street
 Los Angeles, CA 90012
 Fax: 213-625-1770
 Email: volunteer@janm.org

Welcome and thank you for your interest in volunteering! The information you provide is confidential and is used for recruitment and placement purposes.

Application Date: _____ Volunteer Position Applying For: _____

Date of Birth: __ __ / __ __ / __ __ __ __ Female: Male:

Students must be at least 16 years of age to volunteer without a parent or guardian present

Student Name: _____

Parent/Guardian Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Best time to reach you: From: _____ a.m./ p.m. To: _____ a.m./ p.m.

Parent/Guardian Work Phone: _____ Pager/Cell Phone: _____

E-Mail Address: _____

School: _____

Internship or Community Service for school credit:

Clubs, sport, or organizations you belong to: _____

Have you worked/volunteered with us before? No: Yes: (area and when) _____

How did you hear about us? _____

All volunteers are required to become Museum Members. Are you a current member? Yes: No:

Below, please check the date(s) and shift time(s) you are available to volunteer:

Once a Week: <input type="radio"/>	Twice a Week: <input type="radio"/>	Once a Month: <input type="radio"/>	Twice a Month: <input type="radio"/>	Other: <input type="radio"/>		
Shift Time	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00 am to 2:00 pm						
1:00 pm to 5:00 pm						
4:30 pm to 8:00 pm						

Volunteer Experience and Skill Set *From the list below, choose the area(s) in which you would bring experience and ability. Our intention is to find a suitable placement for you according to the parameters you detail for us. The Museum provides additional training and volunteer support for some areas.*

- | | |
|--|--|
| <input type="radio"/> Accounting / Bookkeeping | <input type="radio"/> Art Installation/Handling |
| <input type="radio"/> Arts and Crafts | <input type="radio"/> Handyman |
| <input type="radio"/> Asian Studies /Ethnic Studies | <input type="radio"/> Human Resources |
| <input type="radio"/> Books / Film & DVD Reviews | <input type="radio"/> Journalism / Writing |
| <input type="radio"/> Bulk Mail/Mailing | <input type="radio"/> Library Research |
| <input type="radio"/> Business Administration / Office Manager | <input type="radio"/> Life History Interviewer |
| <input type="radio"/> WWII Internment Camp Experience | <input type="radio"/> Management/Executive |
| <input type="radio"/> Clerical Support / Filing / Photocopy | <input type="radio"/> Photography/Videography: Specify |
| <input type="radio"/> Computer Skills | |
| <input type="radio"/> MAC | <input type="radio"/> Portraits |
| <input type="radio"/> Scanners | <input type="radio"/> Darkroom |
| <input type="radio"/> MS Word | <input type="radio"/> B/W or Color Processing |
| <input type="radio"/> Powerpoint | <input type="radio"/> Lighting |
| | <input type="radio"/> Specify mm format: _____ |
| <input type="radio"/> Data Entry / Database | <input type="radio"/> Public Programs/Events / Working with Children / Family Days |
| <input type="radio"/> Graphic Design | <input type="radio"/> Public Speaking |
| <input type="radio"/> Dictation/Transcription | <input type="radio"/> Public Relations/Marketing |
| <input type="radio"/> Education. Specialty: _____ | <input type="radio"/> Shipping/Receiving / Mail Distribution |
| <input type="radio"/> Event Planning / Project Management | <input type="radio"/> Retail / Sales / POS System |
| <input type="radio"/> Exhibit Installation or De-installation | <input type="radio"/> Telephone/Reception |
| <input type="radio"/> Film Editing/Production | <input type="radio"/> Transcription/ Translation Written/Spoken |
| <input type="radio"/> Fundraising / Development | <input type="radio"/> War/Veteran/Military Experience |
| <input type="radio"/> Estate Planning / Planned Giving | <input type="radio"/> Website Design |
| <input type="radio"/> Membership /Annual Giving | <input type="radio"/> Writing / Editing / Proofreading |
| <input type="radio"/> Endowment / General Donations | <input type="radio"/> Japanese <input type="radio"/> Spanish |
| <input type="radio"/> Grant Writing / Research | <input type="radio"/> Portuguese <input type="radio"/> English |
| <input type="radio"/> Museum Gallery / Tour Docent Experience | |

Other skills not listed: _____

Area(s) in which you have an interest in volunteering: _____

Ethnic/Cultural Background (Optional):

Language(s) Japanese: Speak: Read: Write:
 Spanish: Speak: Read: Write:
 Other: _____ Speak: Read: Write: Sign:

Japanese Heritage (Optional)

My generation is: _____

Prefecture: (Grand)Father's Family: _____ (Grand)Mother's Family: _____

Camp: (Grand)Father's Family: _____ (Grand)Mother's Family: _____

Prefecture: (Self): _____

Are you or your relatives from Hawai'i? Yes: No: Area: _____

Emergency Information: *Person to contact other than your parents:*

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Special Instructions (Allergies, Medication, etc.): _____

Parent/Guardian Consent: *I(we) give permission for my daughter/ son to volunteer for the Japanese American National Museum and participate in volunteer events associated with the work of the Museum. We also understand and agree to the requirements outlined in the Student Volunteer Guidelines (below).*

Parent/ Guardian Signature: _____

Date: _____

Student Volunteer Guidelines

Students needing to perform community service to satisfy school requirements and/or school credit must agree to the following Volunteer Office program requirements :

1. Sign-up for National Museum Membership
2. Attend Orientation and Training Courses 101, 102, 103, and 120.
3. Students need to complete **50 volunteer hours FIRST** before the volunteer office will sign-off on any school verification forms/timesheets. This policy applies even if the student's requirement is **LESS THAN 50 HOURS**.

Student Understanding: I understand that my involvement and placement as a Museum volunteer remains the prerogative of the Volunteer Services Unit. Position availability is not guaranteed but dependent upon Museum needs.

Student Signature: _____

Date: _____

Volunteer Services Office Use Only

Interview Date:	Start Date:	Department Assignment:	Membership #:
Interviewer:	Scheduled Day:	Staff Contact:	Expiration Date:
Nametag/Keycard:			Confirmed with:
Classes:			Sexual Harassment:
101: Completion Date _____	120: Completion Date _____	130: Completion Date _____	Completion Date _____
102: Completion Date _____	121: Completion Date _____	131: Completion Date _____	Diversity:
103: Completion Date _____			Completion Date _____
			Safety/Emergency:
			Completion Date _____