

# Surrey Hills Historical Society

## Volunteer Expression of Interest Application Form

### PERSONAL DETAILS

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Street Address:</b>	
<b>Suburb:</b>	
<b>Postcode:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

Do you have any **previous experience** working with an archive, gallery, historical society, library, museum or school?

Yes  No

**If yes**, briefly please state where, when and the nature of your involvement:

**Do you have any of the following** (none compulsory):

A Working with children check card                      Yes                       No

First aid certificate    Yes                       No

Food safety handling certificate                              Yes                       No

RSA (Responsible serving of alcohol certificate)              Yes                       No

How much time would you like to contribute?

Number of Hours: .....

Weekly                       Monthly                       Ad hoc/as needed

There are many and varied ways in which volunteers can contribute to a Society like ours.

These are some. **Please indicate the way(s) in which you would like to be involved.**

- Administration – general office admin including filing
- Cataloguing and data entry
- Catering
- Digitisation – scanning and indexing
- Event organisation and logistics
- Exhibition development
- Front of House Support – greeting the public at meetings and when the Heritage Centre is open
- Fundraising activities
- General DIY – general maintenance tasks
- Interviewing and oral history
- Management committee
- Photography
- Publicity – including social media
- Research
- Technology – setting up for meetings, installing software, database development, updating the website.
- Other – please detail:

**We value our volunteers. They are a vital part of what we do.**

**We look forward to talking to you.**

**Please return to:**

Surrey Hills Historical Society Inc

The Heritage Centre

190A Canterbury Road, Canterbury 3126

**Or** Email us at [shhistory3127@gmail.com](mailto:shhistory3127@gmail.com) with Volunteering EOI in the subject line.