

# Volunteer Application

WRIGHT IN KANKAKEE'S B. HARLEY BRADLEY HOUSE



Volunteers are requested to become members of Wright In Kankakee. Individual membership is \$50 per year, with other membership options at different levels. Membership is free after the first year, providing the required 40 volunteer hours per year is met. Certain exceptions will be made on a case-by-case basis.

DATE: \_\_\_/\_\_\_/\_\_\_                      CELL PHONE: \_\_\_/\_\_\_/\_\_\_  
NAME \_\_\_\_\_                      EMAIL: \_\_\_\_\_  
ADDRESS \_\_\_\_\_                      CITY/STATE/ZIP \_\_\_\_\_/\_\_\_/\_\_\_

- NEW VOLUNTEER                       RETURNING VOLUNTEER ( # OF YEARS AT THE HOUSE) \_\_\_\_\_  
 RETIRED                                       WORKING, EMPLOYER \_\_\_\_\_

Why do you want to volunteer – What do you hope to gain from this experience?

---

---

We hope you will use this volunteer opportunity to become more involved in the Bradley House and the many educational and social opportunities we have to offer. You will be meeting travelers from around the world. Please tell us of skills, interests, or passions you may bring to this program. Please check those Services in which you are interested.

### Administrative / Office Support

- Archivist
- Clerical
- Database / computer
- Newsletter
- Website / Social Media

### Event Support

- Chaperone / Room Guide
- Coat Check
- Setup (tables-chairs-etc.)
- Takedown (tables-chairs-etc.)

### Facility/Carpentry

- Carpenter
- Handyman

### Gift Shop

- Clerk / Stocker

### Groundskeeping

- Member

### Educational Lab

- Volunteer

### House Tour Guide

- Docent

### MEP (Mech/Electric/Plumbing)

- Mechanical
- Electrician
- Plumber

### Christmas Decorating

- Decorator

Other Skills / Passions: \_\_\_\_\_

If you have any questions about any volunteer opportunities, please call 815.936.9630 or email [info@wright1900.org](mailto:info@wright1900.org).

### EMERGENCY CONTACT INFORMATION:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_/\_\_\_/\_\_\_

Volunteer Signature: \_\_\_\_\_

You can help the B. Harley Bradley House team by volunteering in a number of ways as briefly described below:

- **Docents** lead historical tours for guests during regular hours and by appointment. Training, including shadowing, is provided.
- **Gift Shop Clerks** handle merchandise sales, tour tickets, and aid the Gift Shop supervisor to keep the shop running and fully stocked.
- **Archives** volunteers assist with researching, reviewing, organizing and displaying the various historical documents and artifacts of the house.
- **Clerical** volunteers work with the office staff producing mailings, filing and general work around the office.

### **Christmas Decorating**

- With the team captain, this group of volunteers decorates the house for the holidays in November and removes them in January.

### **Education Lab**

- Volunteers assist in the Education Lab to provide a unique learning experience for groups grades 3-8.

### **Special Event Support**

- Volunteers assist with a variety of tasks surrounding an event including providing a presence in the rooms of the Bradley House to give brief information and direction. Volunteers can also assist with set-up and take-down of events.

### **Facility Upkeep**

- Volunteers provide assistance with minor maintenance tasks and carpentry, as well as general housecleaning.

### **Groundskeeping**

- Volunteers assist the Grounds Crew with various tasks on the lawn and gardens.

The lawn mowing and treatment, snow removal and most equipment service is handled by outside contractors

We hope you will consider joining a wonderful and dedicated team of volunteers!

For more information, please contact our office at [info@wright1900.org](mailto:info@wright1900.org) or call 815.936.9630.