



## Process for New Volunteers

1. Fill out a volunteer application and submit to the Volunteer Coordinator for acceptance.
2. The Volunteer Coordinator will call or email you to set up a Basic Orientation. You may reach the Volunteer Coordinator at 316-350-3317.
3. If you are interested in "Behind the Scenes" volunteering, sign up for non-costumed volunteer opportunities.
4. In street clothes, spend time in each interpretive site to familiarize yourself before making the decision of which areas you are interested in or which auxiliary group appeals to you.

If you choose to pick one of the groups (Dixie Lee, Entre Nous, or Baseball) they have their own orientation process.

If you choose to be an "unaffiliated" volunteer you will work alongside a museum staff or volunteer to learn the area of interest.
5. For costumed interpretation, schedule an appointment to meet with the Volunteer Coordinator to get your basic outfit. Clothing is loaned on a day-to-day basis until 50 hours is achieved. You must contact the Volunteer Coordinator 24 hours ahead of your scheduled volunteer time so that garments may be set aside.
6. Once outfitted, notify the Volunteer Coordinator of the times you wish to volunteer.
7. Become familiar with the history of Wichita, Kansas, and nationwide from 1865-1880 by reading suggested materials listed in the Basic Orientation handbook (if you are in costume, the visitors perceive you as a person who knows all the history and the answer to all their questions!)
8. Read suggested material specific to the site or group you will be interpreting.
9. Work with Museum-staff or volunteers. Over time you will acquire the knowledge and skills to interpret on your own.
10. After you have volunteered for four (4) times, the Volunteer Coordinator will contact you to gauge your interest level (sometimes doing it is not as fun as watching someone else doing it!) If you wish to continue, the Volunteer Coordinator will submit a required background check to the city of Wichita to enable your prolonged volunteering.
11. Prior to handling, displaying, carrying, or possessing firearms/weapons on the grounds of Old Cowtown Museum, all individuals must have completed a designated firearms/weapons safety-training course that covers OCM rules and guidelines relevant to their usage.
  - a. No one under 21 may discharge a firearm.
  - b. Persons over the age of 16, with the expressed approval of OCM staff, may take a required training course to carry non-firing replica weapons.
  - c. Volunteers must have at least three months of active service and no less than 50 hours of active on grounds volunteer activity at Old Cowtown Museum to be eligible for firearms/weapons training.
12. Work towards outfitting yourself (we have a limited amount of clothing in our wardrobe closet to borrow)
  - a. Construction: Old Cowtown has many period patterns and wardrobe reference guides if you are interested in constructing your own wardrobe. All fabric must be pre-approved prior to purchase.
  - b. Ready-Made Purchases: There are a number of catalogs and websites offering period clothing. Please check with Volunteer/Education/Interpretive staff **before** buying items to avoid costly purchases that are inappropriate for our time period. Remember: You purchase at your own risk. If the items are not period correct, you may be told that they cannot be worn or used on grounds while volunteering for the museum. We want you to be satisfied with your volunteer experience and want to avoid any problems you might encounter if your costume isn't quite historically accurate. Period clothing approval forms are available to submit your pattern and material for any garment you plan to make or have someone else make.

# OLD COWTOWN MUSEUM VOLUNTEER APPLICATION

Date \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Place of work (opt.) \_\_\_\_\_

Can we call you at work? \_\_\_\_\_ Birthday month/day (year opt.) \_\_\_\_\_

(All volunteers under age 16 must be accompanied by parent/guardian while volunteering)

Spouse/children/parents (opt.) \_\_\_\_\_

Other volunteer/community activities \_\_\_\_\_

Education/special training \_\_\_\_\_

Ever volunteered here before? Is so, when? \_\_\_\_\_

Days and times most available \_\_\_\_\_

**Indicate on the back the areas of volunteering that interest you.**

List name, address, phone number, and nature of your relationship of 3 people, not relatives, who know your character, experience or abilities:  
Reference 1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference 2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference 3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge. I authorize an investigation of all statements contained in this application as may be necessary in arriving at an acceptance decision. In the event of acceptance, I understand that false or misleading information given in my application or interview may result in dismissal from the volunteer ranks. I am aware that acting as a volunteer does not make me an employee of the Museum. I understand, also, that I am required to abide by all rules and regulations of Old Cowtown Museum.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_, authorize Old Cowtown Museum to receive information from any law-enforcement agency, including police departments and sheriff's departments, of this state or any other state or the federal government, to the extent permitted by state and federal law, pertaining to any convictions I may have had for violations of state or federal criminal laws, including but not limited to convictions from crimes committed upon children.

I understand that such access is for the purpose of my application as a volunteer, and that I expressly DO NOT authorize Old Cowtown Museum, its directors, officers, employees or volunteers to disseminate this information in any way to any other individual, group, agency, organization or corporation.

I certify that I have read and agree to the statement above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Return this application to:** Volunteer Coordinator, Old Cowtown Museum, 1865 W. Museum Blvd., Wichita, KS 67203

Questions? Call 316-350-3317 or website [www.oldcowtown.org](http://www.oldcowtown.org) or email [jgoerzen@wichita.gov](mailto:jgoerzen@wichita.gov)

## ON-GROUNDS COSTUMED VOLUNTEERS

**Interpreters** - Interpreters provide visitors with an educational and entertaining living history experience through verbal third person interpretation as well as demonstration of traditional crafts and domestic activities. They also answer visitor questions. Training sessions are required. All costuming *must* be period appropriate and approved by the museum's Volunteer / Educational and Interpretive staff.

### Areas of Interpretation:

**Trades**    \_\_\_ blacksmithing    \_\_\_ carpentry    \_\_\_ printing  
\_\_\_ Domestic - Story and a Half, Wulf, and Farm house. Includes demonstration of traditional crafts and chores such as cooking, baking, sewing, needlework.

### Other occupational areas:

\_\_\_ hunter/trader                \_\_\_ farmer                \_\_\_ cowboy  
\_\_\_ law enforcement  
\_\_\_ Other sites \_\_\_\_\_

\_\_\_ **Historic House Guides** - Munger and Murdock Houses. Provide visitors with information house tours.

\_\_\_ **Tour Greeters** - Volunteers, preferably in costume, greet and orient tour groups from all over the world to the Museum.

\_\_\_ **Musicians** - Volunteers present music of the 1870's as vocalists and/or on instruments appropriate to the time period, such as guitar, banjo, piano, harmonica, pump organ, dulcimer, autoharp, and violin/fiddle.

\_\_\_ **Cowboys - Men, women and children needed to celebrate our cowboy heritage by interpreting and performing 1<sup>st</sup>- and 3<sup>rd</sup>-person scenarios to entertain and educate visitors. Other Cowboys' activities include interpretation, chuck-wagon cooking, roping, leatherwork, knot-tying, branding, saloon gambling, riding, horse and tack interpretation and providing atmosphere to Cowtown!**

\_\_\_ **Entre' Nous Club Victorian Dancers** - Volunteers present 1870's social dancing such as polkas and waltzes. Members must attend semi-monthly rehearsals. Formal, Victorian attire is necessary for participation in Entre' Nous. **\*There will be added expense required of the volunteer for these clothing items.**

\_\_\_ **Dixie Lee Saloon Girls** - Performers include dancers, soloists, and specialty acts to present an 1870's variety show for visitors. Volunteers are accepted through an audition process and must be able to attend weekly rehearsals and weekend performances throughout the season. All Dixie Lee Dancers are required to purchase/ supply their own costume and accessories. **\*There will be added expense required of the volunteer for these clothing items.**

\_\_\_ **Cowtown Vintage Base Ball Club** - Men, women and children portray 1870's base ball players, umpires, owners, bat boys, families and fans (cranks). Games will be played per the rules of this era with practices, games and meetings throughout the season. Opportunities

are available for exhibition, travel, demonstration, and historical interpretation.

\_\_\_ **Education Volunteers** - Volunteers assist and lead educational programming for adults and children. Previous experience with children helpful. Regularly-scheduled volunteers needed weekdays.

## BEHIND THE SCENES VOLUNTEERING

\_\_\_ **Cowtown Social Club** - Members host educational lectures, serve as Museum greeters, and participate in fund-raising activities and events. The club regularly meets the last Monday of the month in the morning.

\_\_\_ **Seamstresses** - Volunteers sew and repair clothing of the 1870's for the Museum wardrobe closet. This may include women's dresses, undergarments, bonnets and aprons; men's shirts, and children's clothing. Patterns, fabric and all notions are provided. Sample of work should be submitted.

\_\_\_ **Gardeners** - Volunteers help plant and keep the Museum's various gardens and fields looking beautiful. Includes interpretive gardens and non-interpretive. Some work may be in conjunction with interpretive staff.

\_\_\_ **Curatorial Volunteers** - Volunteers may assist the Museum's Curatorial staff by recording, maintaining and researching the Museum's collections. This can include artifact and/or exhibit cleaning. Training provided.

\_\_\_ **Clerical Volunteers** - Volunteers are needed to assist with receptionist/telephone duties, typing, filing, running copies, collating and fastening booklets. Experience with computers, including Word, Excel, and Access software, is helpful.

\_\_\_ data entry                                \_\_\_ Phones

\_\_\_ **Maintenance Volunteers** - Assist with repairing boardwalks and fences, painting, grounds keeping and carpentry projects as well as cleaning public access areas. Experience in some areas may be required, as well as some age restrictions on specific jobs. Groups are welcome to volunteer for one-time, larger projects.

\_\_\_ **Special Event Support** - Volunteers assist with youth games and activities, crafts, and concession sales during one or more of the Museum's special events. Volunteers needed to assist children with interactive educational stations such as crafts, puzzles, games, and book reading. Activities include hands-on, multi-generational experiences for guests. Regularly-scheduled volunteers needed weekdays and weekends.

\_\_\_ **Greeters** - Volunteers greet guests as they come on grounds, direct them to admissions, and explain membership benefits during one or more of the Museum's special events.