

# VOLUNTEER AT TASM

Tulsa Air and Space Museum & Planetarium Mission: To Preserve Oklahoma's aerospace heritage and inspire science-based learning through discovery. Over 300 volunteer hours per week are required to operate the museum, and in 2013, our dedicated volunteers donated 9,360 hours. A wide variety of positions are currently available, allowing you to choose tasks and a time schedule that best fit your interests. TASM relies on volunteers and appreciates your service to the greater Tulsa community.

## VOLUNTEERS

- Needs to be at least 18 years of age
- Are encouraged to hold an active TASM membership
- Must be willing to make a commitment to work on AM or PM shift per month for one year
- Must successfully complete all orientation and training courses
- Will receive training until you are comfortable with your tasks
- Will receive a volunteer shirt, nametag, lanyard and training materials for a training fee of \$25
- Tulsa Achieves students are welcome

## BENEFITS INCLUDE

- Providing an educational resource for visitors of all ages
- Broadening your personal knowledge of Tulsa's rich aerospace history
- Working with other dedicated Tulsans who share your interests and enthusiasm
- Becoming an integral part of Tulsa's premiere physical science museum
- Helping inspire young imaginations to dream of careers in science, technology, engineering and math.
- An Annual Volunteer Appreciation Event

## POSITIONS AVAILABLE

**Admissions Desk** Greet visitors and inform them about TASM and its membership program. May help with admissions. Will work with TASM staff.

**Docents** Give museum tours during weekday mornings to school children or as needed on weekends to visiting groups. Must have thorough knowledge of TASM facility, exhibits, and programs.

**Education Team** Assist the TASM education department with children's activity classes, scout programs and camps. Work with and assist summer camp teachers building model airplanes and rockets. Must also be able to program robots (Lego® Mindstorm) and use flight simulator program.

**Facility Maintenance** Help clean exhibits and aircraft on Mondays when TASM is closed to the public. Help keep the facility clean and presentable as a learning environment for visitors.

**Library** Catalog materials and assist visitors. Should have some knowledge of aviation and/or library systems. Must be computer literate.

**Museum Store** Greet potential customers, assist in sales, answer the telephone. May help operate the cash register. Will work with TASM staff.

**Office** Assist in the preparation of mailings, answer the telephone, etc.

**Rovers** Share TASM's history, aircraft, and exhibits with visitors in a designated exhibit hall area. Help visitors with hands-on exhibits.

**Special Events** Assist with TASM events and promote the museum's mission throughout

*Call 918.834.9900 x114 to schedule a personal tour and begin exploring TASM volunteer opportunities waiting for you!*

*Tulsa Air and Space Museum is a non-profit 501(c)(3) organization. Contributions are tax deductible.*

*We depend on, and thank you, for your generous support!*

# TASM VOLUNTEER APPLICATION

DATE \_\_\_\_\_  
FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_ NICKNAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
E-MAIL \_\_\_\_\_ DRIVER'S LICENSE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ SPOUSE'S NAME \_\_\_\_\_  
EMERGENCY CONTACT \_\_\_\_\_  
Name of Contact/Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

CURRENT OR PREVIOUS EMPLOYER/PROFESSION \_\_\_\_\_

WORK EXPERIENCE \_\_\_\_\_

SKILLS/HOBBIES/INTERESTS \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT WE SHOULD BE AWARE OF?  YES  NO

IF YES, PLEASE DESCRIBE \_\_\_\_\_

SHIRT SIZE  MALE  FEMALE  LONG SLEEVE  SHORT SLEEVE  
 S  M  L  XL  XXL

**A BACKGROUND CHECK WILL BE CONDUCTED**

| FOR OFFICE USE ONLY |                  |
|---------------------|------------------|
| _____               | SHIRT            |
| _____               | NAME TAG         |
| _____               | VOLUNTEER FEE    |
| _____               | BACKGROUND CHECK |

## Your Interest Area(s) (descriptions on front)

- Admissions Desk
- Docents
- Education Team
- Facility Maintenance
- Library
- Museum Store
- Office
- Rovers
- Special Events

## Your Availability

**Mornings are 9:30 a.m.– 1:00 p.m.**  
**Afternoons are 1:00 p.m.—5:00 p.m.**

- Tuesdays  AM  PM
- Wednesdays  AM  PM
- Thursdays  AM  PM
- Fridays  AM  PM
- Saturdays  AM  PM
- Sundays  PM

Thank you for taking time to complete this form. We will be contacting you very soon to discuss volunteer opportunities at Tulsa Air and Space Museum. Volunteer orientation and training sessions occur on an ongoing basis.

**PLEASE RETURN APPLICATION TO THE TULSA AIR AND SPACE MUSEUM**

**By Mail:**  
3624 North 74th East Avenue  
Tulsa, OK 74115

**FAX:** 918-834-6723

**Drop application by TASM**  
Tuesday-Saturday 10 a.m.— 5:00 p.m.  
Sunday 1:00 p.m.— 5:00 p.m.