



Huntsville Museum of Art

MEMORANDUM:

TO: Prospective Summer Youth Volunteers

FROM: Kimberly Hart, Museum Academy Assistant

SUBJECT: Summer Youth Volunteer Program 2010
Museum Academy Summer 2010 Art Classes

This Summer we have many exciting art classes planned for all ages at our Museum Academy. Each year we ask for volunteers to assist art instructors in preparing beforehand as well as during and after art classes. You must be at least **14 years of age or older**. We hope that you will share your time and talents in one or more of the summer art classes this year.

I have attached an application form for you to complete. Please return the form by **Friday, May 7, 2010**. You may attach the form in an email, fax (532-1743), or send in regular mail. See email and mailing address below.

Our orientation sessions will be on **Wednesday, June 2, 2010 from 10-11 a.m.**
OR Thursday, June 3, 2010 from 4-5 p.m. in the Chrysler Corporation Classroom located on the north side of the Museum building facing the pond at the Big Spring International Park. Please choose one of the above stated orientation sessions to attend. At these sessions, you will have the opportunity to sign up for various summer art workshop assistant jobs and become acquainted with the Museum facility.

If you have any questions, please do not hesitate to call me at 535-4350 ext. 215 or e-mail: khart@hsvmuseum.org.

Thank you for your support of the Museum's educational programs.

300 CHURCH STREET SOUTH
HUNTSVILLE, ALABAMA 35801
256.535.4350 FAX 256.532.1743
www.hsvmuseum.org



Huntsville Museum of Art

SUMMER YOUTH VOLUNTEER PROGRAM 2010 ART WORKSHOP ASSISTANT VOLUNTEER

Your duties as an art workshop assistant volunteer will be to:

- arrive at least 30 minutes before the beginning of art class to help the art instructor set up art materials
- welcome the children with a smile and a friendly greeting as they come in to their art class; give each child a paint smock (if needed) to wear over their clothes and help them get seated for art class
- either make a name tag for each child or help them make one for himself/herself
- assist by taking attendance each art class session;
- assist the teacher by getting the children's art projects together at the end of art class and the student ready for their parent or guardian to pick them up after art class
- help the art instructor clean-up after art class

When you arrive at the Museum to do volunteer work, please:

- enter through the classroom doors

You should wear:

- comfortable clothes; pants or nice shorts are fine
- a long sleeved shirt or jacket, because it gets cool in the Museum

When you are ready to leave, please:

- log your volunteer hours in the Summer Youth Volunteer Program 2010 notebook located on the desk in the Educational Resource Center

If you have any questions, please do not hesitate to call Kimberly Hart, Museum Academy Assistant, at 535-4350 ext. 215 or e-mail: khart@hsvmuseum.org.

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SUMMER YOUTH VOLUNTEER PROGRAM 2010

VOLUNTEER APPLICATION

NAME: _____

BIRTHDATE: _____ GRADE COMPLETED: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

EMAIL ADDRESS: _____

HOME PHONE: _____

SCHOOL: _____

PARENT OR GUARDIAN'S NAME: _____

PARENT OR GUARDIAN'S WORK PHONE: _____

PARENT OR GUARDIAN'S CELL PHONE: _____

At the orientation session, there will be a list of all the *Museum Academy Summer 2010 Classes and Workshops* for you to sign-up for as a volunteer art workshop assistant.

LIST ANY PREVIOUS VOLUNTEER EXPERIENCE: (Attach additional information, if needed.)

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