

VOLUNTEER INFORMATION SHEET

Chicago Metro History Education Center

60 W. Walton, Chicago, IL 60610 312/255-3661 312/266-8223 fax

info@chicagohistoryfair.org www.uic.edu/orgs/cmhec

Name _____

Address _____

City, ST, Zip _____

Phone _____ Email _____

What are you interested in doing at CMHEC? Please check the appropriate box(es).

<u>OFFICE</u>	<u>PROGRAM</u>	<u>HISTORY FAIR EVENTS</u>
<input type="checkbox"/> Assist with general office work (such as filing, collating, mailing, faxing, etc.)	<i>Prior experience or training may be necessary.</i>	<i>Events take place February through April at various locations in the city and suburbs. Further information will be sent in January.</i>
<input type="checkbox"/> Do data entry (MS Access)	<input type="checkbox"/> Research	<input type="checkbox"/> Judge student projects
	<input type="checkbox"/> Workshop support	<input type="checkbox"/> Provide logistical support at events
	<input type="checkbox"/> Presentations	
	<input type="checkbox"/> Mentor at libraries	
	<input type="checkbox"/> Help in classrooms	
	<input type="checkbox"/> Archives processing	

How often do you want to volunteer?

One time only _____ Once a week _____ Once a month _____

Number of hours _____ Other _____

Where did you see the listing for this volunteer opportunity?

Why are you interested in volunteering for the CMHEC?

Please fax or mail to CMHEC at the address above.