December 2019

Dear Potential Summer Camp Volunteer,

Thank you for your interest in volunteering at the Hunterdon Art Museum. HAM volunteers are a key ingredient of our summer art program in a number of important ways that range from offering encouragement and support to younger children to specific activities such as daily clean-up. The role of a HAM Summer Camp volunteer is challenging and requires an individual who is responsible, dependable, and self-motivated. We are looking for young men and women to work as studio assistants and staff liaisons; therefore, your application and correspondence must come from you, the potential volunteer; inquiries from parents on behalf of their children will not be considered. HAM Summer camp volunteers must be capable of being responsible for and working with children as well as acting as a positive role model. Please note that applications and all forms are due by the end of the day Friday, May 29, 2020. No applications will be accepted after May 29.

In order to learn about you and your specific talents and skills please complete the following forms and mail them to the address below:

1. HAM Helper Application
2. HAM Helper Contact Information
3. HAM Summer 2020 Camp Schedule
4. (2) HAM Helper Reference Forms

Hunterdon Art Museum
ATTN: Caitlin Vitalo -SUMMER
7 Lower Center Street
Clinton, NJ 08809-1303

Applicants who best fit the requirements of the program will be contacted for an interview and informed of their eligibility as a HAM helper as soon as possible.

If you would like more information before applying, please feel free to contact me at the Museum Monday – Friday 9 am – 5 pm. Thank you for your consideration and your efforts to participate in the HAM Helpers program. I look forward to meeting with you.

Sincerely,

Caitlin Vitalo
Education Coordinator
caitlin@hunterdonartmuseum.org
908.735.8415 ext. 116
HAM HELPER CONTACT INFORMATION
Please Print Legibly

Name_____________________________________________________________ Date____________________
Telephone # ____________________ Cell Phone __________ Email Address ____________________________
Age (must be 16 or older)______Grade Entering____
Address________________________________________________________________________________
________________________________________________________________________________________
City State Zip

Guardian Name(s) For Emergency Contacts____________________________________________________

Home Telephone # ________________________________

Business # (Parent/Guardian 1) ____________________ Cell # (Parent/Guardian 1) ________________

Business # (Parent/Guardian 2) ____________________ Cell # (Parent/Guardian 2) ________________

Please provide the name and number of at least one alternative contact: person(s) who will assume care of HAM Helper if parent is unreachable.

Name ______________________________________ Telephone # __________________

Name ______________________________________ Telephone # __________________

List any known allergies/other conditions needing special consideration:
_______________________________________________________________________________________

Physician’s Name ______________________________ Telephone # __________________

Dentist’s Name ______________________________ Telephone # __________________

In case of accident or serious illness, I request that I/we be contacted. I hereby give permission for emergency medical treatment, which will include, but not be limited to, initial diagnostic x-rays and other such procedures as the physician may deem necessary for the preservation of health. As part of a camp activity, Helpers may leave the Hunterdon Art Museum building for short walking trips. Destinations will include locations such as the museum patio, Red Mill property, local Clinton parks, J.J. Scoops, etc.

I hereby give my child permission to leave the Museum for the purpose stated above.

_______________________________________________________________________________________

Date Signature of Parent/Guardian if HAM Helper is under age of 18.
HAM HELPER APPLICATION

What will I be doing as a HAM Helper? Helpers get an amazing hands-on experience working with children in an art based environment throughout the day. Each day will require a combination of creative people skills combined with the daily activities involved in running an art camp smoothly; everything you can imagine from sweeping floors to cleaning palettes!

1. What qualities and skills do you have to offer as a potential HAM Helper?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

2. What do you hope to gain from this experience?

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

3. Have you volunteered with the Hunterdon Art Museum in the past? If so, when and what did you enjoy about volunteering here?

________________________________________________________________________________________
________________________________________________________________________________________

4. Two references must be completed with these forms. References may be sent separately from other forms if those providing the references wish to send them on their own. Please make sure your name and information is on the references to make it easy to match up with your application.

ALL FORMS, INCLUDING REFERENCE FORMS, SHOULD BE SENT TO:

Caitlin Vitalo
Education Coordinator
Hunterdon Art Museum
7 Lower Center Street
Clinton, NJ 08809
HAM Summer Camp 2020 Schedule

Please check the weeks that you are interested in / available to volunteer as a HAM Helper. Please also, circle ALL DAY (8:30am to 4:30pm), A.M. (8:30am to 12:30pm), OR P.M. (12:30pm to 4:30pm). Please note: All Helpers are asked to commit to at least two shifts (the weeks do not have to be consecutive).

_____ Week 1: June 22 – 26  ALL DAY  A.M.  P.M.  
_____ Week 2: June 29 – July 2 (No camp July 3)  ALL DAY  A.M.  P.M.  
_____ Week 3: July 6 – 10  ALL DAY  A.M.  P.M.  
_____ Week 4: July 13 – 17  ALL DAY  A.M.  P.M.  
_____ Week 5: July 20 - 24  ALL DAY  A.M.  P.M.  
_____ Week 6: July 27 - 31  ALL DAY  A.M.  P.M.  
_____ Week 7: August 3 – 7  ALL DAY  A.M.  P.M.  
_____ Week 8: August 10 - 14  ALL DAY  A.M.  P.M.  
_____ Week 9: August 17 - 21  ALL DAY  A.M.  P.M.  

We will be conducting group interviews, please indicate which group interview works best for you:

_____ Wednesday June 10, 5:30 - 6:30 pm
_____ Thursday June 11, 5:30 - 6:30 pm

All returning and new HAM Helpers will need to attend an orientation to meet the staff and other volunteers. Please indicate which orientation session you will be able to attend:

_____ Thursday June 18, 5:30 pm – 7:00 pm
_____ Friday June 19, 5:30 pm – 7:00 pm

If you have questions or would like to discuss anything regarding the different weeks please feel free to email or call me at caitlin@hunterdonartmuseum.org or 908.735.8415 ext. 116.
HAM HELPER-REFERENCE FORM

Applicant Name:_______________________________________________ Date: ___________________

Reference Name:______________________________________________________________________

Ref. Phone # and/or email address:________________________________________________________

Relationship to Applicant: _______________________________________________________________

How long have you known the applicant? ___________________________________________________

HAM Helpers perform a variety of duties from assisting teachers and staff during camp and lunch hour to cleaning palettes and sweeping. Helpers get a lot of hands-on experience working with children, but much help is needed with set-up, clean-up, and checkout each day. Helpers are an integral part of the camp program. Their work helps ensure that camp runs smoothly. Please help us assess the suitability of the applicants to be a HAM Helper by rating him/her on the following traits.

<table>
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<tr>
<th>Leadership</th>
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<th>Respect (for authority and for others in general)</th>
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Please include additional comments below or on the back of this sheet.

________________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Please return this form to the applicant or to:
Caitlin Vitalo, Education Coordinator
7 Lower Center Street Clinton, NJ 08809
caitlin@hunterdonartmuseum.org

Thank you for your time and assistance.
HAM HELPER-REFERENCE FORM

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Leadership

1  2  3  4  5
Poor  Excellent

Responsibility

1  2  3  4  5
Poor  Excellent

Respect (for authority and for others in general)

1  2  3  4  5
Poor  Excellent

Dependability

1  2  3  4  5
Poor  Excellent

Trustworthiness

1  2  3  4  5
Poor  Excellent

Please include additional comments below or on the back of this sheet.

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___________________________________________________________________________________
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