



Fort Smith Heritage Foundation, Inc. ~ The Clayton House

Volunteer Enrollment Form

514 North 6th Street, Fort Smith, AR 72901

Phone: 479-783-3000 E-mail: claytonhouse@claytonhouse.org

Web: www.claytonhouse.org

Name _____ Phone _____

Mailing Address _____

Email _____ Male / Female

Occupation _____ Fluent Languages _____

Days/hours available _____

Volunteer experience _____

Skills, talents and interests (e.g., gardening, piano, computers, etc.) _____

Please check the areas below that interest to you:

___ **Clayton House Cleaners** -- Assist staff with cleaning of museum and collection.

___ **Curb Appeal** -- Sweep sidewalks, porches and patios; provide other yard-neatening help.

___ **Tea Event Helpers** -- Help set-up and serve refreshments for bus tour groups and Clayton House teas.

___ **Education Program Helpers** -- Assist with children's programs and public history celebrations.

___ **Belle Grove Historic District Walking Tour Guide** -- Lead guests on a multi-block tour of the historic district, providing information on the 19th-century homes and their original owners

___ **Museum Maintenance** -- Help with conservation and preservation of the Clayton House with your skills of carpentry, painting, or other skills.

___ **Museum Tour Guide** -- Learn the Clayton family heritage and help share it with visitors as a tour guide during regular museum hours or large events.

___ **Living History Vignette Troupe** -- Perform vignettes from written scripts for Clayton House audiences that reach back to the days of the Clayton family and frontier Fort Smith.

___ **Office Helpers** -- Lend your computer, filing or handwriting skills to keep our membership program and archives healthy.

Emergency Contact: _____ Phone: _____

Signature: As a volunteer for the Clayton House, I understand that high standards of behavior, ethics, confidentiality, mutual respect, and good manners will be required for all staff and volunteers.

Clayton House Volunteer

Date: _____

Clayton House Volunteer

The Clayton House historic museum is a grand Victorian home that has been fully restored and houses a complete collection of Victorian-era furniture and artifacts. Thank you for helping us keep the tradition of gracious 19th-century living alive. By sharing your special skills, you have a unique opportunity to step back in time and secure a piece of Fort Smith history so that we and others who come after us can see "how it used to be." The Clayton House has many volunteer opportunities.

The historic house museum is open Wednesday through Saturday from 12 – 4 p.m. and Sunday from 1 – 4 p.m.. We are open Monday and Tuesday by appointment.

As a volunteer, you are an important member of our organization and are a representative of Clayton House to the community. Thank you for reviewing the following for a better understanding of what you can expect as a volunteer and what is expected of you.

The Clayton House will provide for you:

- Comprehensive orientation and general training sessions.
- An opportunity to learn about the history of Fort Smith.

The Clayton House asks that you, as a volunteer:

- Accept assignments within your abilities, interests, and time.
- Attend a scheduled orientation and tour of Clayton House.
- Notify Clayton House beforehand if you cannot attend your scheduled task or event.
- Conduct yourself appropriately and ethically at all times when dealing with visitors and staff.
- Have fun and agree to ask questions if needed. Remember, we are here for you!

By my signature, I declare that I have read, understand, and agree with all the above; will strive to fulfill all parts therein; and will attend the Clayton House Orientation Tour. I acknowledge that I have received a copy of the Clayton House Policies and Procedures.

Signature

date

For further information, call 479-783-3000 or email claytonhouse@claytonhouse.org.