

“Adopt an Archive” Volunteer Information Form

Contact Information

Name	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	

Institution Information

If you are volunteering or donating on behalf of an institution please provide the institution information

Institution Name	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	
Web address/URL	

Hours of Availability

List the days and times you would be available to volunteer.

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Volunteer interests

Tell us in which areas in which you would be interested in volunteering

Advice/Mentoring/Training

Inventory/ Cataloging

Providing Supplies

IT support

Processing collections

Digital projects

Preservation

Policy and Procedure creation

Other: Please describe

Describe your strengths

Describe any special skills you may have that apply to "Adopt an Archive"

Travel

What geographic area would you be willing to volunteer in?

What distance would you be willing to travel to volunteer?

Please send a paper copy or email form to:

Cynthia Ghering
Michigan State University
Archives & Historical Collections
101 Concord Hall
East Lansing, MI 48824
Phone: 517-432-4434
Email: ghering@msu.edu