

Dear Prospective Volunteer,

Are you looking for a different way to give back? Have you ever wanted to touch the past, really, literally touch the past? Then consider this opportunity:

The Archaeology Research Lab at Santa Clara University is looking for volunteers to be a part of its Volunteer Corps, assisting the Lab with the important work of preserving our community's rich history through the artifacts recovered from campus.

### **Opportunities Abound**

These Volunteer opportunities come in all shapes and sizes. With most of the opportunities, volunteers will work directly with the collections, such as assisting with conserving objects or labeling artifacts. Other positions such as data entry and digitizing the slide and photo collections don't require working directly with the collections. In addition, there are opportunities for those who prefer to sit most of the time to those who cannot stand to sit at all. Most of the volunteer opportunities are ongoing.

### **Simple Application process**

Complete this application, and then either submit by:

- Email the application to: [lhylkema@scu.edu](mailto:lhylkema@scu.edu) or [ttorma@scu.edu](mailto:ttorma@scu.edu)
- Mail a paper copy of the application:

Attn: Volunteer Program  
Archaeology Research Lab  
Santa Clara University  
500 El Camino Real  
Santa Clara, CA 95053

Once I receive the application, we will schedule a time for you to come to the Lab to meet the staff and get a tour of the Lab. At the interview, we'll discuss your skills and interests, as well as current volunteer positions.

**\*Volunteer applicants must be at least 18 years of age, able to work weekdays, and up-to-date on their tetanus booster\***

If you additional questions please feel free to send me an email.

I look forward to hearing from you,

Linda Hylkema  
Director, Cultural Resource Management Program  
[lhylkema@scu.edu](mailto:lhylkema@scu.edu)

**SANTA CLARA UNIVERSITY ARCHAEOLOGY RESEARCH LAB  
VOLUNTEER APPLICATION**

**CONTACT INFORMATION**

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**I WANT TO VOLUNTEER AT THE LAB BECAUSE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTRIBUTES** Check all that describe you:

- |  |   |
|--|---|
| <input type="checkbox"/> Work well independently                           | <input type="checkbox"/> Like routine; don't do well with frequent changes  |
| <input type="checkbox"/> Work well with others                             | <input type="checkbox"/> Able to work on a small part of a larger project   |
| <input type="checkbox"/> Able to see the big picture                       | <input type="checkbox"/> Need to be able to see results of my work quickly  |
| <input type="checkbox"/> Follow instructions well                          | <input type="checkbox"/> Able to read very small print  |
| <input type="checkbox"/> Prefer to tell others what to do                  | <input type="checkbox"/> Understand that not all archaeological work is as exciting as Indiana Jones or Laura Croft make it out to be |
| <input type="checkbox"/> Very organized                                    | <input type="checkbox"/> Can easily handle assignments with multiple facets   |
| <input type="checkbox"/> Write very small and legibly                      | <input type="checkbox"/> Like to focus on one task/project before beginning another   |
| <input type="checkbox"/> Easily handle small objects (i.e. buttons, tacks) | <input type="checkbox"/> Like the idea of preserving things for future generations  |
| <input type="checkbox"/> Don't mind doing rote tasks over and over         | <input type="checkbox"/> Need a very quiet space to focus on my work  |
| <input type="checkbox"/> Comfortable handling fragile or rare things       | <input type="checkbox"/> More of a "do-first; ask-questions-later" kind of person   |
| <input type="checkbox"/> Have a sense of humor                             |   |
| <input type="checkbox"/> Comfortable handling animal bones                 |   |
| <input type="checkbox"/> Like variety in my volunteer activities           |   |
| <input type="checkbox"/> Meticulous and detail-oriented                    |   |
| <input type="checkbox"/> Like to learn new things                          |   |

**AVAILABILITY** - Circle days you are available: M T W Th F

Do you volunteer elsewhere? If so, when/where? \_\_\_\_\_

**AFFILIATIONS** Please check all that apply.

- |                            |                              |                               |                         |                              |                               |
|----------------------------|------------------------------|-------------------------------|-------------------------|------------------------------|-------------------------------|
| de Sisset Docent/Volunteer | <input type="checkbox"/> now | <input type="checkbox"/> past | SCCHGS                  | <input type="checkbox"/> now | <input type="checkbox"/> past |
| Santa Clara Senior Center  | <input type="checkbox"/> now | <input type="checkbox"/> past | Summer Archaeo. Program | <input type="checkbox"/> now | <input type="checkbox"/> past |
| SCU Student/Faculty/Staff  | <input type="checkbox"/> now | <input type="checkbox"/> past | Osher Lifelong Learning | <input type="checkbox"/> now | <input type="checkbox"/> past |

**SKILLS** Please check all that apply.

**GENERAL**

- |   |   |
|---|---|
| <input type="checkbox"/> Carpentry/Building/Mechanics               | <input type="checkbox"/> Museum Conservation                      |
| <input type="checkbox"/> Data Entry/Transcription                   | <input type="checkbox"/> Office Equipment (scanner, copier, etc.) |
| <input type="checkbox"/> Drawing/Drafting                           | <input type="checkbox"/> Organizational                           |
| <input type="checkbox"/> Graphic Design                             | <input type="checkbox"/> Photography                              |
| <input type="checkbox"/> Librarianship                              | <input type="checkbox"/> Secretarial                              |
| <input type="checkbox"/> Map reading (lat/long; UTM/topo/surveying) | <input type="checkbox"/> Sewing/Weaving/Crafts                    |
|   | <input type="checkbox"/> Other _____                              |

**COMPUTER**

- |  |  |
|--|--|
| <input type="checkbox"/> Adobe Elements  | <input type="checkbox"/> Microsoft PowerPoint        |
| <input type="checkbox"/> Adobe Photoshop | <input type="checkbox"/> Microsoft Word              |
| <input type="checkbox"/> AutoCad         | <input type="checkbox"/> PastPerfect Museum Software |
| <input type="checkbox"/> Databases       | <input type="checkbox"/> Programming                 |
| <input type="checkbox"/> End Note        | <input type="checkbox"/> Spreadsheets                |
| <input type="checkbox"/> HTML            | <input type="checkbox"/> Other _____                 |
| <input type="checkbox"/> Microsoft Excel |  |

**ACADEMIC BACKGROUND**

- |  |  |
|--|--|
| <input type="checkbox"/> Academic Research       | <input type="checkbox"/> Engineering, mechanical                         |
| <input type="checkbox"/> Anthropology            | <input type="checkbox"/> Geology/Classification/land formation processes |
| <input type="checkbox"/> Art History             | <input type="checkbox"/> History (local/regional/state)                  |
| <input type="checkbox"/> Biology                 | <input type="checkbox"/> Physical Sciences                               |
| <input type="checkbox"/> Chemistry               | <input type="checkbox"/> Social Sciences                                 |
| <input type="checkbox"/> Engineering, electrical | <input type="checkbox"/> Other _____                                     |

**OTHER CAPABILITIES** Please check off the statements which are true for you at this time.

- |  |  |
|--|--|
| <input type="checkbox"/> Able to lift up to 10 lbs.            | <input type="checkbox"/> Able to walk across campus easily                           |
| <input type="checkbox"/> Can lift MORE than 10 lbs.            | <input type="checkbox"/> Drive a car and wouldn't mind running the occasional errand |
| <input type="checkbox"/> Prefer to sit during most of my shift | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Prefer NOT sit for very long          |  |

**REFERENCES** Please list two people (unrelated to you) who could tell us why you'd be great as a Lab volunteer:

- |                                     |             |
|-------------------------------------|-------------|
| <input type="checkbox"/> Name _____ | Phone _____ |
| <input type="checkbox"/> Name _____ | Phone _____ |

**MY TETANUS BOOSTER IS UP TO DATE**     YES     NO

**HOW DID YOU LEARN ABOUT LAB VOLUNTEER OPPORTUNITIES**

- |   |   |
|---|---|
| <input type="checkbox"/> de Saisset                                 | <input type="checkbox"/> SCU class or flyer               |
| <input type="checkbox"/> Email                                      | <input type="checkbox"/> Senior Center                    |
| <input type="checkbox"/> Osher class                                | <input type="checkbox"/> Word-of-Mouth or forwarded email |
| <input type="checkbox"/> Mission Santa Cruz Summer Archaeo. Program | <input type="checkbox"/> Other _____                      |