



ART LEAGUE OF HILTON HEAD  
VOLUNTEER INFORMATION

**Contact Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phones: Home ( ) - \_\_\_\_\_ Cell ( ) - \_\_\_\_\_  
Email: \_\_\_\_\_

**Availability**

Please check all the times that you are available to volunteer

Anytime during the year	Weekdays:	Weekends:	How Frequently?	Specific Instructions?
_____	___mornings	___mornings	___ weekly	
Months of: _____	___afternoons	___afternoons	___ monthly	
_____	___evenings	___evenings	___ occasionally	

**Check all the areas in which you would be interested in volunteering:**

- |  |  |
|--|--|
| <input type="checkbox"/> Greet visitors at Gallery                             | <input type="checkbox"/> Proof read Membership Directory                   |
| <input type="checkbox"/> Assist visitors in shopping                           | <input type="checkbox"/> Computer Skills/ Data Entry                       |
| <input type="checkbox"/> Gallery Sales Associate                               | <input type="checkbox"/> Help with mailings                                |
| <input type="checkbox"/> Greet visitors at Receptions                          | <input type="checkbox"/> Help with outreach                                |
| <input type="checkbox"/> Greet and welcome guests                              | <input type="checkbox"/> Patch/ Paint Gallery Walls                        |
| <input type="checkbox"/> Serve food  | <input type="checkbox"/> Take photographs for advertising and publications |
| <input type="checkbox"/> Bartend- wine, water, etc.                            | <input type="checkbox"/> Write articles and copy for publicity             |
| <input type="checkbox"/> Clean up after reception                              | <input type="checkbox"/> Conduct research and analysis                     |
| <input type="checkbox"/> Help with monthly art check in/out Main Gallery       | <input type="checkbox"/> Update social media                               |
| <input type="checkbox"/> Help with monthly art check in at Satellite Galleries | <input type="checkbox"/> Update website                                    |
| <input type="checkbox"/> Review and update bin art                             | <input type="checkbox"/> Help make needed phone calls                      |
| <input type="checkbox"/> Help with general office tasks                        | <input type="checkbox"/> Help with fund raising                            |
| <input type="checkbox"/> Help hang art work at monthly change over             | <input type="checkbox"/> Help with grant writing                           |
| <input type="checkbox"/> Put up labels on art work                             | <input type="checkbox"/> Assist in Academy office                          |
| <input type="checkbox"/> Help with change overs at satellite Galleries         | <input type="checkbox"/> Assist in Art Classes                             |
|  | <input type="checkbox"/> Help organize lectures, tours and demonstrations  |
|  | <input type="checkbox"/> Help gather feedback from artists                 |
|  | <input type="checkbox"/> Distribute flyers/brochures/postcards             |

**Would you be willing to serve on any of the following standing committees?**

- |   |   |
|---|---|
| <input type="checkbox"/> Volunteer Committee  | <input type="checkbox"/> Development Committee      |
| <input type="checkbox"/> Membership Committee | <input type="checkbox"/> Education Committee        |
| <input type="checkbox"/> Exhibition Committee | <input type="checkbox"/> Artists Advisory Committee |
| <input type="checkbox"/> Marketing Committee  |   |

Please return to Art League Gallery: 14 Shelter Cove Lane  
or email to: [admin@artleaguehi.org](mailto:admin@artleaguehi.org)