

Recruitment for Volunteers

Name: (English) _____ (Chinese) _____

Organization/School: _____

Age: _____ Educational Level: _____

Correspondence Address: _____

Tel.: _____ Fax: _____

E-mail: _____

Please put a ✓ to the area(s) you would like to help:

(1) Education & Outreach Program:

- Design worksheet/workbook (for primary school pupils)
- Upgrade the exhibits – to make the presentation more interesting
- Organize activities or outreach programmes for young children/youths (e.g. treasure hunt, site visits, arrange lectures, ...etc.)
- Telephone follow-up (letters are sent to all kindergarten, primary & secondary schools, universities occasionally informing them of current activities)
- Contribution of ideas

(2) Research and archival work:

- Documentation & registration of collections, development of archival records (e.g. photographs, document, artifacts, ...etc.)
- Filing
- Newspaper cutting (in relation to medical sciences)
- Research information on the web
- Research information from suppliers

(3) Publicity:

- Tending the counter – briefly introduce the Museum and its exhibits to visitors and direct them to their major areas of interests
- Conducting tour
- Putting printed materials into envelopes
- Membership drive – each year, we send out letters to all societies, medical & dental practitioners, principals/teachers of all primary & secondary schools, universities, ... inviting them to join our membership – would you like to do the telephone follow-up?

(4) Fund Raising:

- Design hand-made souvenirs for sale at the Museum (all money collected will be used for the Museum's 'Educational Development & Promotional Scheme' and 'Heritage Building Maintenance Works')
- Sell flag

(5) Others:

- Please specify: _____

Signature: _____ Date: _____