



# Volunteer Application

**FOR OFFICE USE:**  
 DEPT.:  Edu  Cur/Gen  Other  
 Bkgrnd:  Interview:  Initial: \_\_\_\_\_  
 Start: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Information (to be considered, all information in this section is required)**

Name (include aliases)	
Spouse's Name:	
Street Address	
City, ST, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
Birthdate	

Are you:  under 18? (requires signature of parent or guardian)

**Availability**

During which hours and days are you available for volunteer assignments?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10am-2pm							
1pm-5pm							
10am-5pm							

\_\_\_ Once a week                      \_\_\_ Every other week                      \_\_\_ Special Events Only

**Interests**

Tell us in which areas you are interested in volunteering (free training is provided for all positions)

- \_\_\_ Administrative: organizing, website upkeep and maintenance, answering phone, mailings
- \_\_\_ Docent (give museum tours), greeting the public
- \_\_\_ Education/Programs: visitor interaction, programming assistance, live theater
- \_\_\_ Exhibits: maintenance, design
- \_\_\_ Retail and Reception: ticket & gift shop sales,
- \_\_\_ Special Events and Fundraising: event coordination, fundraising activities
- \_\_\_ Other:

**Special Skills or Qualifications (you may also attach your resume)**

Summarize special skills, qualifications, and degrees you have acquired from employment, schooling, previous volunteer work, or through other activities, including hobbies or sports. Hanford experience is helpful, but not required, please be sure to include it.

## Previous Volunteer Experience

Provide your previous and current volunteer experience.

## Person to Notify in Case of Emergency

Name	
Relationship	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Agreement and Signature

As a CREHST Museum (Museum) Volunteer, I will agree to remain loyal to the mission, vision, and values of the Museum and to follow all the policies set forth and agree to follow any changes or additions made

Failure to follow these policies may result in immediate release from my volunteer commitment at the Museum. I understand that the Museum accepts the service of all volunteers knowing that such service is at the sole discretion of the Museum.

I agree that the Museum may at any time, for any reason, decide to terminate my relationship with the Museum or make changes in the nature of my volunteer assignment. I also understand that I may at any time, for any reason, choose to end the relationship with the Museum and will notify Volunteer Resources if I choose to do so.

### Confidentiality

As a volunteer at the Museum, I understand that I may work with donor information, staff (including employee, volunteers, intern, etc.) information, visitor concerns and other Museum

information which may be confidential in nature. All information regarding members, donors, volunteers, employees and Museum operations is to be kept strictly confidential. I will not discuss this information with anyone who is not directly involved in these areas. I understand that failure to maintain confidentiality may result in immediate release from my volunteer commitment at the Museum. The obligation to comply with this policy continues after the volunteer commitment with the Museum ends.

### **Intellectual Property**

I agree that all intellectual property (audio material, photos, videos, text, software, exhibits, etc.) that I create for the Museum as a volunteer will be a "work for hire" under the U.S. Copyright laws and will therefore be the exclusive property of the Museum. I will not retain any copyright or redistribution rights. Any agreement to the contrary with the Museum must be in writing and signed by the CREHST Executive Director and me.

In addition, I acknowledge that my image, picture, and likeness may be photographed and/or recorded to be included in Museum promotional materials. The Museum shall own all rights, title and interest, including the copyright, in and to any photos or recordings made. By my presence as a volunteer, I grant my permission for my likeness and voice to be used by the Museum without compensation, credit or other consideration.

**Initial here if you do not agree:** \_\_\_\_\_

If under 18, parent or guardian signature is required.

Parent or guardian agreement for minor's image to be included in Museum promotional materials as stated above:

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Background Checks Policy**

Out of concern for the well-being and safety of the children and families we serve, the CREHST Museum performs background checks on volunteers. The CREHST Museum deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit any person from serving as a volunteer, including one who has been arrested for, convicted of, been on probation for, or received deferred adjudication for any criminal conduct. The right to disqualify applies to any criminal conduct regardless of whether

- (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged or
- (b) the criminal charges resulted in a non-conviction such as probation, or
- (c) the criminal conviction was subsequently removed from the applicant's record as the result of appropriate legal proceedings.

### **Criminal Background Check Informed Consent Form**

Full Name (first, middle, last):

Have you ever been convicted of a crime and are there any legal charges pending against you?

\_\_\_\_\_ if yes, please explain: \_\_\_\_\_

\_\_\_\_\_

I authorize the Washington State Patrol to disclose all criminal history record information to the CREHST Museum for the purpose of volunteering with this organization. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. My signature below is my agreement to abide by the confidentiality and intellectual property guidelines as stated in this document. I also understand that all information on this application is subject to verification.

Name (printed)	
Signature	
Date	
If under 18 Parent/Guardian Name	
Signature	

**STUDENTS PLEASE NOTE:** If you are a student seeking school credit for your volunteer assignment, strict adherence to this policy is expected. To receive documentation verifying your volunteer hours and letters of recommendation you must limit absences, and re-scheduling, be on time for your scheduled shift, complete required hours, and abide by all stated guidelines in this document. Any deviation will be discussed between the Volunteer Coordinator and the volunteer. If required, termination may result.

Please provide relevant documentation related to your community service requirements (including number of hours needed to receive credit), references, and the name, phone number, and email of your school contact:

School Name: \_\_\_\_\_

School Contact Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

**References: Please list three references other than relatives.**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Our Policy

### Volunteer Code of Conduct

Everyone volunteering for the CREHST Museum is held to high standards of responsibility for the safety and wellbeing of young people. The Volunteer Code of Conduct applies to all volunteers at the Museum, regardless of the volunteer's assignment.

**Appearance:** Volunteers and Interns are representatives of the Museum and are responsible for presenting a positive image to the community. Volunteers and interns are to dress appropriately for the conditions and performance of their duties. Volunteers that serve in a capacity of a docent, tour guide, cashier or other face-to-face constituent contact will wear a name tag and vest provided by the Museum. Additionally, please adhere to the following expectations.

Slacks, Pants, and Suit Pants - No acid wash or faded blue jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, and bib overalls. Only black, white, or deep indigo blue jeans are allowed. Jeans must be clean and without holes of any kind.

Skirts, Dresses, and Skirted Suits - Dresses and skirts at or below the knee are acceptable. No low necklines. Short, tight skirts or dresses that ride halfway up the thigh or are cut low at the neckline are inappropriate. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate.

Shirts, Tops, Blouses, and Jackets - Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable, if they violate none of the listed guidelines. No tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; low-cut blouses, shirts, and tops; sweatshirts.

Shoes and Footwear – Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable. Closed toe and closed heel shoes are sometimes required.

Jewelry, Makeup, Perfume, and Cologne – Limited visible body piercing and tattoos. Some employees are allergic to the chemicals in perfumes and cologne, so wear these substances with restraint or not at all.

### Conclusion

If clothing fails to meet these standards, as determined by the volunteer's supervisor, the volunteer will be asked not to wear the inappropriate item again. If the problem persists, the volunteer may be asked to discontinue volunteering for CREHST.

**Conduct:** Volunteers are representatives of the Museum and therefore must conduct themselves in a professional manner.

- No cell phones and other electronic devices (i.e. mp3 players, electronic game devices).
- No using, possessing or being under the influence of alcohol or illegal drugs during volunteer hours.
- No smoking or use of tobacco (including chew) in the presence of children and parents during volunteer hours.

- No profanity, inappropriate jokes, sharing intimate details of one's personal life, and any behavior that may be perceived as harassment, in the presence of children or parents, are prohibited.
- No intimate displays of affection towards others in the presence of children or parents.
- Friends are not allowed to linger in the area of the volunteer.
- Museum volunteers will be positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

**Protection:** In order to protect Museum volunteers, these volunteers at no time during their duties at the CREHST Museum, may be alone with a single child where they cannot be observed by others. As Museum volunteers supervise children, they should space themselves in a way that allows other staff and visitors to see them.

**Abuse:** Museum volunteers shall not abuse children in any way, including: physical, verbal, sexual, or psychological abuse. If at any time a volunteer feels they have observed a child being abused in the Museum, that volunteer must immediately report the incident to a staff member.

**Nondiscrimination:** Museum volunteers will respond to children with respect and consideration and treat all children equally, without regard for sex, race, religion, disability, and culture.

I have read and accepted this Volunteer Code of Conduct. I understand that any violation of this code may result in my termination.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum Staff Signature

\_\_\_\_\_  
Date

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering for the CREHST museum.