



## Under 18 Volunteer Application

136 Lyon Street South  
Albany, OR 97321  
541-9767122  
armuseum@peak.org

*Please complete both front & back of application*

### PERSONAL INFO

Date \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail address \_\_\_\_\_

Would you like to be added to our Volunteer Email list?  Yes, please.  No, thank you.

### PARENT AND/OR GUARDIAN INFO

Name(s) \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Place of Work and Phone \_\_\_\_\_

### PERSON TO NOTIFY IN CASE OF EMERGENCY

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### EDUCATION

School Currently Attending \_\_\_\_\_

Teacher or Program Name \_\_\_\_\_ Current Grade/Year \_\_\_\_\_

Describe any previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Have you received any awards, honors or recognition? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

Why do you want to volunteer? \_\_\_\_\_

\_\_\_\_\_

Hobbies and Interests: \_\_\_\_\_

\_\_\_\_\_

**HOW DID YOU LEARN ABOUT OUR VOLUNTEER OPPORTUNITIES?** \_\_\_\_\_

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**AVAILABILITY TO VOLUNTEER**

On what day(s) would you like to volunteer?

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

At what time(s) of the day are you available? \_\_\_\_\_

How many times per month? (*Please circle.*)

Twice Weekly  Once Weekly  Alternating Weeks  Once Monthly

**TYPE OF VOLUNTEER WORK PREFERRED**

assist clerk and docents in greeting guests  assist with upkeep (may require lifting)  
 assist with maintenance (sweeping, dusting)  assist with office/mailings  
 assist with research  assist with special programs and events  
 other \_\_\_\_\_

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**I certify that all answers to questions in this application and all additional information I may have submitted are true and complete to the best of my knowledge. I understand that as a volunteer I will perform my duties without compensation. I understand that all information on this application is subject to verification and I consent that you may contact references and institutions listed regarding this application.**

X \_\_\_\_\_  
**Signature** **Date**

X \_\_\_\_\_  
**Signature of Parent or Legal Guardian** **Date**

***ARM Volunteer Policy***

**Purpose and Scope.** The Albany Regional Museum relies upon the services of volunteers to assist in a number of functions, which includes but is not limited to: Docent-Visitor Services; Exhibits; Education; Collection; Maintenance; Administration; and the Newsletter. It is intended that volunteers supplement and support rather than supplant paid staff. In many cases, volunteers bring important skills and expertise to the Museum and facilitate new ideas that aid in operational efficiency and effectiveness.

**Application and Selection.** Applicants for volunteer duties at the Albany Regional Museum must be 16 years of age or older at the time of application, able to work during Museum business hours Monday through Saturday, and commit to a minimum of four (4) hours per month. Students younger than 16, must be accompanied by a parent or guardian during volunteer time.

**Volunteer applicants must complete the following:**

- Volunteer Application or Student Volunteer Application
- If 18 years or older, Criminal History Disclosure form

**Upon selection, volunteers must complete the following:**

- Code of Ethics & Conduct Policy Agreement
- Confidentiality Policy Agreement

In the interest of the safety of Museum staff, volunteers and visitors, and facility security, a background check is required. Automatic disqualifiers to serve as a volunteer with the Museum include convictions for crimes involving sexual offenses, violence, or theft. Mitigating circumstances shall be considered in any final decision on service as a volunteer. Interviews with prospective volunteers shall be conducted by the Museum Executive Director. Museum Board Members may participate in volunteer applicant interviews at the Executive Director's request. The application, criminal history check, and interview results shall be submitted to the Museum Executive Committee for final approval or denial of application.

**Training.** All volunteers with the Museum must attend a basic orientation that outlines Museum services and functions. Additional specialized training may be required, depending on the volunteer assignment.