

# Volunteer Application

PLEASE PRINT

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age (if under 18) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

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

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Referred by \_\_\_\_\_

Job Experience \_\_\_\_\_

References:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I am available on: *please circle day(s)* M T W TH F S

I am available: In the morning only In the afternoon only anytime

Do you have any health restrictions we should be aware of in making volunteer assignments? Yes No

If yes, please describe. \_\_\_\_\_

Do you have any office machine or computer experience? Yes No

If yes, please describe \_\_\_\_\_

Have you ever been convicted of a crime? Yes No

If yes, please describe \_\_\_\_\_

Do you speak any language(s) other than English? Yes No

If yes, please list. \_\_\_\_\_

If yes, are you able to serve as an interpreter? Yes No as a proofreader? Yes No

Please check and describe any skills in the following areas:

Music/Instrument \_\_\_\_\_

Art/Craft/Sewing \_\_\_\_\_

Construction/Repair/Painting \_\_\_\_\_

Drama/Storytelling \_\_\_\_\_

Sign Language \_\_\_\_\_

Ethnicity \_\_\_\_\_

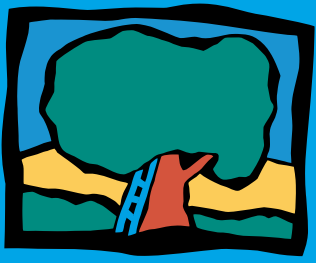
*(This is optional. It will have no bearing on your status as a volunteer. It simply helps us with grant reporting.)*

Name



Program \_\_\_\_\_ School \_\_\_\_\_  
Interview \_\_\_\_\_ Orientation \_\_\_\_\_

# FOR OFFICE USE ONLY



# Treehouse Museum

## Volunteer Statement of Agreement

347 22nd Street • Ogden, UT • 801-394-9663  
www.treehousemuseum.org

### Please read carefully.

This agreement by and between Treehouse Museum, hereinafter termed the Museum and \_\_\_\_\_, hereinafter termed the Volunteer, witnesses that the Volunteer agrees to work at the Museum without payment or compensation, during regular museum hours, at special events, or at programs as: *(please choose one or both categories)*

**Regular Service Volunteer (Tiers 1-3)**

If fulfilling a community service requirement, please indicate the number of hours needed: \_\_\_\_\_

#### Tier 1

Volunteers who serve between 5 and 20 hours. Tasks may include exhibit prep, special projects, cleaning projects and/or outdoor projects. Tasks are overseen and supervised by the Volunteer Coordinator. Tier 1 Volunteers serve only when the Volunteer Coordinator is on site, and as such, scheduling restrictions apply and advanced planning is necessary. Treehouse will utilize a only limited number of Tier 1 Volunteers per semester, depending on the needs of the Museum.

#### Tier 2

Volunteers who complete 20-100 hours. Treehouse accepts Tier 2 volunteers three times each year: January, May and August. Training sessions are require and a minimum number of training hours must be fulfilled before. Tasks include conducting activities directly with families on the Museum floor, including storytimes, Art Garden instruction, acting as an exhibit guide, usher or door greeter. The Volunteer Coordinator must be on site during service until training is completed.

#### Tier 3

Volunteers have completed all trainings and have logged 100 or more of service. These are independent volunteers who can serve at any time there is a need, not only when the Volunteer Coordinator is present. They are trained to conduct all of the activities outlined in Tier 2.

**Event Volunteer (2+ hours per month)**

Volunteers wo commit to serve for special Museum events. Training sessions (either just before the event or occasionally on another day) for specific events may be required. Volunteers should also be prepared to help with the take-down and clean up of most events. Often, these Volunteers serve as costumed characters and a theatrical background and/or an outgoing disposition is recommended. Event Volunteers can also serve as Regular Service Volunteers.

### In a professional manner, the Volunteer agrees to:

- Follow the job assignments and accept supervision by Museum staff.
- Follow policies and procedures as outlined in the orientation process.
- Be reliable and committed, including accuracy in reporting hours (signing in/out), and advance notification of schedule changes or absences.
- Become familiar with exhibit use, calendars and information on upcoming events. (Tiers 2-3 only)
- Participate in training sessions, orientations, interviews, and evaluations as scheduled. (Tiers 2-3 and Event only)
- Report problems to the Volunteer Coordinator or Floor Manager promptly.
- Dress in a neat and clean manner, wear a volunteer badge and apron, and abide by the Museum staff and volunteer dress code: NO torn clothing, shorts, capris, sandals without socks, sleeveless shirts, exposed midriffs, or sagging (off the hip) jeans. T-shirts with writing or logos other than the Treehouse logo, or gang affiliated clothing are not permitted. A volunteer represents the Museum, too.
- Understand that irregular attendance, poor performance, failure to cooperate with policies, cursing or use of abusive language, drug or alcohol abuse, or theft may be interpreted as a volunteer's desire to resign.

### The Museum agrees to:

- Furnish job descriptions, training, direction, and equipment or supplies as needed.
- Evaluate and offer feedback.
- Respect the Volunteer, his or her needs, and health concerns.

By signing this agreement the Volunteer expressly waves and hereby releases all persons connected with or affiliated with Treehouse Museum management from any and all liability to the Volunteer in connection the undersigned's volunteer activities for the Museum by virtue of the Volunteer's agreement with the Museum.

\_\_\_\_\_  
Volunteer's Signature / Signature of Parent or Legal Guardian (required if volunteer is under 18 years).

\_\_\_\_\_  
Date