

VOLUNTEER INFORMATION SHEET

Name: _____

Mailing Address: _____

City/State/Zip

Email Address: _____

Phone Number: _____ Home _____ Cell _____

Emergency Contact: _____

Name and Number

Personal Reference: _____

Name and Number

Birthday: _____

Please check the times you would be available:

_____ Monday - Friday 9 a.m. - 1:00 p.m.

_____ Monday - Friday 1:00 p.m. - 5:00 p.m.

_____ Weekends

_____ Special Events

Please check the area that you would be interested in volunteering for:

_____ Front Desk & Gift Shop

_____ Special Events

_____ Docent

_____ Education Guide for specific events (Art workshops, Children's camps)

_____ Historical Research & Cataloging of Collections & Artifacts

_____ Site work (landscape/gardening)

_____ Events Preparation (tables & chairs setup/takedown, staging for special events)

_____ Publicity & Media (delivery of special event flyers & posters, radio commentary)

Thank you for your interest in volunteering at the Doss Heritage and Culture Center. The only way that museums can achieve all their goals is with the assistance of volunteers. You have a wide variety of opportunities that range from greeting visitors, assisting in presenting educational programs for children to the care of the Center grounds. Again, welcome to the Doss Heritage and Culture Center. We look forward to a long, fruitful, and enjoyable collaboration with you.

A complete volunteer handbook is available at the front desk.

JAMES AND DOROTHY DOSS HERITAGE AND CULTURE CENTER

CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK
AUTHORIZATION / WAIVER / INDEMNITY

Each staff member or volunteer who is to be screened must sign an authorization / waiver / indemnity form, giving approval for the Agency to perform the criminal background search. The purpose of this search is to maintain the safety of clients, staff and volunteers. This information will be kept in a locked file, with access only by Doss Heritage and Culture Center administration.

I hereby give my permission for Doss Heritage and Culture Center to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains, deferred adjudication and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with this organization. I also understand that as long as I remain an employee or volunteer with Doss Heritage and Culture Center, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by Doss Heritage and Culture Center and I may dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Doss Heritage and Culture Center and hold them harmless from and against any and all causes of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of Doss Heritage and Culture Center, and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or staff member.

Please print your first name, middle initial and last name.

Signature _____ Date _____

Social Security Number _____

Drivers License Number _____ State _____

Date of Birth _____

Maiden or Former Name _____