

McCreary County Museum

Volunteer Information Packet 2008

**Providing guidelines, instructions, and general
information to help volunteers stay informed.**

MCCREARY COUNTY MUSEUM

Volunteer Information

Dear Volunteer,

Welcome! Thank you for inquiring about volunteering at the McCreary County Museum. Volunteers assist us in making this museum a great home for history and education. We have provided this packet to help you understand more of what you could be doing during your duration as a volunteer with us. We hope that this packet will also inform you of your options to make your volunteering experience more interesting.

First we ask that you review the information in this packet, which includes our Mission, Purpose, Benefits of Volunteering, and guidelines to follow for a typical volunteer day at the museum.

Then we ask that you complete the volunteer application providing us with details that let us know who you are and what you like to do. This application will not be used for any other purpose other than providing us with general information about our volunteers.

Most importantly, we ask that you make the decision to volunteer with us and enjoy your time learning the benefits of volunteering at the Museum. Volunteer work isn't always easy, but can be a fun filled learning experience; you're not likely to forget.

Volunteers are a vital asset to the museum, and we couldn't operate without people like you who become dedicated volunteers. Enjoy your stay with us, and most of all, have fun!

Sincerely,

Amy Combs, Director
McCreary County Museum

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*The McCreary County Museum is a division of the
McCreary County Heritage Foundation, Inc.*

MISSION:

The mission of the McCreary County Museum is primarily to collect, preserve & protect the artifacts which reveal the heritage of the people of McCreary County and to interpret for our visitors life as it was lived during the different periods of time in McCreary County from the earliest inhabitants of pre-colonial times to the residents of the last quarter of the twentieth century.

PURPOSE:

The purpose of the McCreary County Museum is to serve as a repository for artifacts that have been associated with the households in all parts of the geographic area that is now McCreary County and to display them in an interesting and instructive way for local school children, adults, and tourists.

WHAT IS A VOLUNTEER?

As provided by dictionary.com, a volunteer is an individual who voluntarily offers himself or herself for a service or undertaking. At the McCreary County Museum, a volunteer is a person willing to assist the staff in the completion of various projects, daily tasks, and maintenance of the museum. This person must like to work with other staff members and the public. They must also enjoy being creative and be willing to create new ideas. The volunteer must enjoy some level of researching to find information and must be dedicated and hardworking. We expect our volunteers to be respectful toward visitors and staff, as well as to have a respect for our exhibits and the history preserved within the walls of this building.

We appreciate all volunteers who come to the museum and stress the fact that we would not be able to operate without their assistance. Furthermore, we want our volunteers to enjoy their experience with us and hope that they can find the time to volunteer with us in the future. We are a non profit organization and our volunteers are essential to our success.

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Volunteer Benefits

For Everyone:

A volunteer can gain a lot from doing volunteer work. They gain a sense of pride and dedication, two very important characteristics to hold. They learn necessary skills for success in life, and they also learn how to prepare for tasks that need to be completed. Most of all, they obtain a respect for those who do so much for their communities.

For Students (13 Years of Age or Older):

Volunteers who are students obtain a wide variety of benefits from doing volunteer work. They too learn respect, dedication, and pride just as everyone else does, but they learn valuable skills necessary in both the classroom and the workforce. Most of all, it adds leadership and dedication to any college application, resume, or transcript.

From participating in a volunteer program, students may be eligible for certain scholarships, internships, and even job opportunities. They gain a work experience that no other program can give to them except a volunteer program. Not to be forgotten, letters of recommendation can be provided to all individuals pursuing higher education or other forms of work.

Student Shadow Day:

The Museum will also offer a shadow day one time a year to allow a student to sneak preview a variety of jobs in the museum field.

The True Rewards:

There is no pay involved with volunteer work, but just think of the vast amount it really gives to those who are willing to volunteer. The rewards received from volunteering personal time are endless. And, most of all, volunteer work may not give a dollar amount, but it provides the volunteer with endless skills, leadership opportunities, and a true value for the almighty dollar.

So, volunteers really do get a lot more than it seems. Sometimes, we may just need to read between the lines to really understand the true greatness in volunteering to make our world a better place.

Aside from the personal satisfaction one receives from volunteering, the museum also provides perks to our most dedicated. As a Museum volunteer you will receive:

- Free admission for the day of your shift.
- Opportunities to learn from professionals and experienced staff and volunteers.
- On-the-job and formal training if applicable.
- Recognition in the museum newsletter.
- New skills and valuable experiences.

- Opportunities to help carry out the Museum's mission to educate visitors about local history.
- Opportunities to interact with a community of individuals sharing similar interests.
- Written references for continuing education or employment, upon request.
- Tax deductions for volunteer expenses such as mileage (check with a financial advisor).

Volunteers giving 25 hours or more also receive:

- One Certificate good for four people to ride the Big South Fork Scenic Railway.
- Benefits of an Individual Museum Member: Basic Benefits: Subscription to the Museum Newsletter. Ten percent discount on souvenir items at the museum. Three free research requests. One Season Pass to the Museum.
- An invitation to the annual Christmas Dinner.

Volunteers giving 50 hours or more also receive:

- Benefits of a Family Museum Member: Basic benefits, plus Season Passes to the Museum for immediate family and one season pass to the Scenic Railway for 1 family member (Railway Pass only valid for regular runs excluding Saturdays in Oct. and Special Holiday runs).
- An invitation to the annual Christmas Dinner.

Volunteers giving 75 hours or more also receive:

- Benefits of a Friend of the Museum Member: Basic benefits, plus Season Passes to the Museum for immediate family and two season passes to the Scenic Railway for 2 family members (Railway Pass only valid for regular runs excluding Saturdays in Oct. and Special Holiday runs).
- An invitation to the annual Christmas Dinner.

Volunteers giving 100 hours or more also receive:

- Benefits of a Patron of the Museum Member: Basic benefits, plus Season Passes to the Museum and Scenic Railway for immediate family (limit 4) (Railway Pass only valid for runs excluding Saturdays in Oct and Special Holiday runs).
- An invitation to the annual Christmas Dinner.

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Volunteer Positions

You can be a part of the past, the present, and the future by volunteering at the McCreary County Museum. Volunteers learn about local history and serve our visitors in invaluable ways. Recent volunteers have helped in a number of invaluable ways-everything from assistance at the Fourth of July Festival in Stearns to doing general volunteer work at the Museum. General volunteers become familiar with every volunteer position so that they may fill in where ever needed. Specific volunteer positions include:

- **Visitor Services:** Include the admissions desk, information desk, and way-finders. Visitor Service volunteers are among the first to greet and welcome visitors to the museum and provide useful information such as visitor maps and directions, how to sign up for membership, public programs and events, special exhibition and collection information, and details on parking, among many other things. If you are a history lover and people person this job is for you!
- **Exhibits/Gallery Monitor:** To assist visitors in every way that we can, the Museum will have special Exhibit/Gallery Monitors located throughout the Museum on busy days and during large events. The Guides will help the museum and staff answer questions, direct visitors, and provide gentle reminders about proximity to the exhibits.
- **Office Volunteers:** Support in the administration of the Museum. Responsibilities of office volunteers include answering telephones, general office work such as copying, filing, and stuffing materials for mass mailings. If you have typing and/or computer skills, we can use your expertise for data entry and database management. If you are looking for office experience this job is for you!
- **Library/Research Volunteers:** To assist visitors in every way that we can we offer free research services. Research volunteers answer requests that may be sent by mail, email, telephone, etc. If you love researching family/local history this job is for you.
- **The Learning Center Volunteers:** Learning Center Volunteers will assist in developing programs which promote learning as a core community value. Volunteers will assist by offering activities to our youth after school (3pm to 6pm) to enhance education and create an environment of confident young citizens. If you love children this job is for you!
- **Special Events Volunteers:** Special Event volunteers help when large crowds are expected – During Fourth of July, McCreary Fest, etc. These volunteers typically bake for bake sales, help get donated items for our auctions, etc. If you like working with large groups and cannot commit to volunteering on a regular basis this position is for you!

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Volunteer Application

Name: _____

Address: _____

Home Phone: (____) _____ Work/Cell Phone: (____) _____

Email: _____

Best time to contact: _____

Emergency Contact: _____ Phone: (____) _____
(Name) (Relationship)

Please indicate if you have any health conditions we should be aware of in making your
volunteer assignment: _____

We depend on our volunteers to keep our organization running smoothly. Please take
this in consideration when listing your availability. (Please place a check mark by days
you are available and specify desired hours.)

Museum Volunteers (Museum Closed Mondays)

Tuesday (9am to 4pm) _____ Wednesday (9am to 4pm) _____

Thursday (9am to 4pm) _____ Friday (9am to 4pm) _____

Saturday (9am to 4pm) _____ Sunday (9am to 4pm) _____

Learning Center Volunteers (Learning Center Closed Saturday & Sunday)

Monday (3 to 6pm) _____

Tuesday (3pm to 6pm) _____ Wednesday (3pm to 6pm) _____

Thursday (3pm to 6pm) _____ Friday (3pm to 6pm) _____

I can occasionally volunteer for special events such as Fourth of July: _____

I can commit as a Museum Volunteer for at least one season (Apr. – Oct.): _____

I can commit as a Learning Center Volunteer for at least one year: _____

Which volunteer positions are you most interested in (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Visitor Services | <input type="checkbox"/> Learning Center Volunteer |
| <input type="checkbox"/> Exhibits/Gallery Monitor | <input type="checkbox"/> Special Events Volunteer |
| <input type="checkbox"/> Office Volunteer | <input type="checkbox"/> General Volunteer Services |
| <input type="checkbox"/> Library/Research Volunteer | |

Please list any experience you believe you have in regards to the positions you have checked above:

Skills and Interests. Please place **S** by your skills and an **I** by areas of interests.

- | | |
|---|---|
| <input type="checkbox"/> Fundraising Events | <input type="checkbox"/> Membership Outreach |
| <input type="checkbox"/> Event Organization | <input type="checkbox"/> Exhibit Preparation |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Youth Programs |
| <input type="checkbox"/> Office Projects | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Research/Data Collecting |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Public Relations | |

How did you find out about the volunteer program at the McCreary County Museum?

Friend (Name): _____

Museum Newsletter

Other (Please describe): _____

What would you like to accomplish as a Volunteer with the McCreary County Museum?

Have you ever visited the Museum before?
If yes, what made you want to volunteer at the museum?

If no, what made you decide to choose the museum for volunteer work?

Have you done volunteer work before?
If yes, where?

Personal or Professional References:

1. Name: _____ Relationship: _____

Phone: _____

2. Name: _____ Relationship: _____

Phone: _____

3. Name: _____ Relationship: _____

Phone: _____

Applicant's Signature

Date

Please return this application to:

McCreary County Museum
1 Henderson Street
P.O. Box 452
Stearns, KY 42647
Phone: 606-376-5730
Fax: 606-376-5332

Questions? Email: museum@bsfsry.com

Rules and Regulations for the Museum Volunteer Program

- 1. No minor volunteer shall leave the Museum with anyone other than the parent, unless specified by the parent.*
- 2. No disrespect of staff -members, volunteers or visitors will be tolerated.*
- 3. Children should dress appropriately, no short shorts, or midriff bearing tops. Mostly, the children should be comfortable. If your child wouldn't wear it to school, don't let them wear it to the museum.*
- 4. Parents or Persons responsible for picking up child should be at the museum by 4:00 p.m.*
- 5. Do not allow children to bring valuables to the museum. The Museum or Museum staff will not be responsible for lost or stolen items.*
- 6. Comments, questions or concerns of parents should be addressed during a scheduled meeting with the Program Coordinator or the Museum Director.*

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Volunteer Permission Form

By signing below, I as the parent/guardian of _____ hereby release The McCreary County Museum, the McCreary County Heritage Foundation, staff, board members and volunteers of any and all liability regarding the participation of my child in the volunteer program, including injuries, damages and/or losses resulting from the said child's participation in Museum related activities.

I have read, understand and agree to the rules, regulations, and information provided for this program, including dress code and behavior. I also understand that if my child's behavior becomes a problem, he/she will not be allowed further participation. I understand that all questions, concerns or problems should be discussed during a scheduled meeting with the Volunteer Coordinator or Museum Director.

In the event of an accident, or sudden illness while at the Museum, and I, as the parent/guardian, cannot be reached, authorize Museum personnel to contact the emergency contact listed below and to render such action as they see fit. If I, the parent/guardian, and emergency contact are both unavailable I authorize the Museum staff to take whatever action that is necessary in their judgment for the health of my child.

I give permission for my child's photo to be taken in any form and to be introduced in any educational or promotional materials used by the Museum.

Emergency Contact: _____ Phone: _____

Parent/Guardian Signature

date

Child's Signature

date

* We depend on our volunteers to keep the Museum running smoothly. If your child has planned to volunteer with us and becomes unavailable we request that they phone us in advance so that the schedule can be adjusted.

**EMPLOYEE AGREEMENT AND CONSENT TO
DRUG AND/OR ALCOHOL TESTING**

I hereby agree, upon a request made under the drug/alcohol testing policy of (the Company)

_____, to submit to a drug and/or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to penalties up to and including immediate termination. I further authorize and give full permission to have the Company and/or its authorized agents and physicians to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Company.

I will hold harmless the Company, its agents and physicians, and any testing laboratory the Company might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test. I will further hold harmless the Company, its agents and physicians, and any testing laboratory the Company might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT.

Signature of Employee

Date

Employee's Name - Printed

Company Representative

Date