



# The Children's Museum of the Brazos Valley Volunteer Application

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Telephone -- Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How many years at this address? \_\_\_\_\_ *If less than one year, list previous address.*

Alternate Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How many years at this address? \_\_\_\_\_

I am applying for the following program:

- Junior Volunteer:** Volunteers 13 to 17 years of age. Junior Volunteers opportunities are only available in summer months and during holidays.
- Adult Volunteer:** Volunteers 18 years of age and older who volunteer throughout the year.
- Community Service:** Court-mandated volunteers who have committed a minor offense.
- Program/Special Event Volunteer:** Volunteers who are available for one-time programs or events.

Is there a specific program/event where you would like to volunteer? \_\_\_\_\_

*If so, please explain.* \_\_\_\_\_

**Please list your skills, talents and/or interests that will be beneficial to volunteering.**

\_\_\_\_\_

**List your previous volunteer experience.** \_\_\_\_\_

\_\_\_\_\_

**Person to be notified in case of an accident or emergency**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_



## The Children's Museum of the Brazos Valley Volunteer Application

I, \_\_\_\_\_ an employee and/or  
volunteer for The Children's Museum of the Brazos Valley understand and agree to the following:

That The Children's Museum of the Brazos Valley will not be held liable for injuries sustained by me, and that I will abide by the policies of The Children's Museum of the Brazos Valley.

Furthermore, I authorize The Children's Museum of the Brazos Valley to obtain both criminal history and sexual offender record information. I understand that the information I am providing about age, sex, and ethnicity will be used solely for the purpose of obtaining this information and will be held in the strictest confidence.

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Sex:** \_\_\_ Male \_\_\_ Female      **Date of Birth:** \_\_\_\_\_

**Texas Drivers License Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**For Junior Volunteers:**

**Parent/Guardian Signature:** \_\_\_\_\_

**Please provide a copy of your driver's license for Children's Museum records.**

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*The following information is optional.*

**Personal References: (excluding relatives)**

	<i>Name</i>	<i>Relation</i>	<i>Phone Number</i>
1.	_____	_____	_____
2.	_____	_____	_____

**Please return the completed form to:**  
The Children's Museum of the Brazos Valley  
111 E. 27<sup>th</sup> Street  
Bryan, TX 77803  
Fax: (979) 775-4908



# The Children's Museum of the Brazos Valley Volunteer Policies

## I. **Definition of Volunteers:**

- A.** One who performs a service of his or her own free will: one who contributes time, energy, and talents directly or on behalf of CMBV, and is not paid by CMBV funds. All volunteers must be accepted and enrolled by CMBV prior to performance of assigned tasks.
- B.** This policy includes representatives of The Children's Museum of the Brazos Valley (CMBV) include employees, adult or junior volunteers, community service volunteers, and special event volunteers.
- C. Junior Volunteers:** Volunteers 13 to 17 years of age. Junior Volunteers opportunities are only available in summer months and during holidays.
- D. Adult Volunteers:** Volunteers 18 years of age and older who volunteer throughout the year.
- E. Community Service:** Court-mandated volunteers who have committed a minor offense.
- F. Program/Special Event Volunteers:** Volunteers who are available for one-time educational programs or events. This includes parents who wish to volunteer during a child attended program/event.

## II. **Age Requirements:** The minimum age for a volunteer is 13 years of age. Children ages 13 to 17 must apply to the Junior Volunteer Program. Volunteers over 18 years of age must apply for the Adult Volunteer Program. Community Service Volunteers must be at least 16 years of age, and must apply for the corresponding age-specific volunteer program. Special Event Volunteers must be at least 16 years of age; application procedures vary.

## III. **Application Process:** All volunteers must submit a completed volunteer application at least one week (seven days) prior to requested volunteer time.

- A. Junior Volunteers:** Junior Volunteers (ages 13 to 17 years of age) must complete a Junior Volunteer Application. Junior Volunteers age 13 to 15 years of age must also submit two letters of recommendation, at least one from a school official, prior to volunteer approval. Volunteers 16 to 17 years of age must complete a background check, in lieu of the two letters of recommendation. Written parental approval is also required for all Junior Volunteers.
- B. Adult Volunteers:** Those 18 years of age and older should complete an Adult Volunteer Application, and must also complete a background check.
- C. Community Service:** All community service volunteers must complete the appropriate age-specific volunteer application.
- D. Program/Special Event Volunteers:** All educational programs and special event volunteers must complete a separate volunteer form, which will vary upon event. For educational programs and special events, the requirement for background checks may be waived as determined by the Executive Director.

## IV. **Background Checks:** The Children's Museum reserves the right to complete a background check for criminal and sexual assaults on all volunteers 16 years and older. Volunteers

refusing to submit the information necessary for the background check will not be approved. A \$5 nonrefundable processing fee must be submitted with the completed volunteer application. The Executive Director or the Operations Supervisor may waive the processing fee at his/her own discretion. CMBV staff has the right to refuse any volunteer applicant at any time. Background checks will remain valid for one year (12 months) from the completion date.

**A. Program/Special Event Volunteers:** Depending on the program or event, the requirement for background checks may be waived as determined by the Executive Director. This includes parents who wish to volunteer during a child attended program/event.

**V. Volunteer Orientation/Training Sessions:** All volunteers must attend a volunteer orientation/training session prior to volunteering at CMBV. Volunteer orientation/ training sessions will be held the second Tuesday of each month at 12noon at CMBV.

**A. RSVP Requirements:** Interested volunteers, wishing to attend a volunteer training session, must RSVP to [operations@mymuseum.com](mailto:operations@mymuseum.com) or call (979) 779-5437 by the Friday prior to the volunteer training session.

**B. Programs/Special Events:** Volunteers for educational programs or special events may attend a separate training session if necessary and/or available. Contact the Operations Supervisor for more information.

**VI. Tracking of Volunteer Hours:** Volunteers will make note of time donated in the Volunteer Notebook, which will be held at the front desk. Once a volunteer application has been approved, each volunteer will have an individual sheet in the notebook to track their hours. The Operations Supervisor will verify the hours monthly.

**VII. Scheduling of Volunteer Hours:** Once a volunteer application has been approved, all volunteers must schedule volunteer hours with the Operations Supervisor at least 48 hours prior to requested volunteer time. Once scheduled, a volunteer is expected to fulfill the volunteer commitment.

**A. Junior Volunteers:** Junior Volunteers may only volunteer in the summer months (1<sup>st</sup> week of June to the last week of August), and during holidays. Junior Volunteers may work Monday-Friday, between the hours of 8am and 6pm. Additional Junior Volunteer opportunities may be available, upon request.

**B. Adult Volunteers:** Adult Volunteers may work Monday-Saturday, during regular hours of operation. Extended hours in the summer months are also available.

**C. Community Service Volunteers:** Community Service Volunteers may only work when the Operations Supervisor is present. Generally these hours are Monday-Friday, during hours of operation. These hours may vary; contact the Operations Supervisor for more information.

**D. Program/Special Event Volunteers:** Times for Program/Special Event Volunteers vary. Contact the Operations Supervisor for more information.

**VIII. Renewal of Volunteers:** Volunteers must complete the application process once a year (12 months). This includes the completion of a volunteer application, background check, and training session. The \$5 fee for background checks will be waived for volunteers who have volunteered at least 20 hours in the previous year. The Executive Director or the Operations Supervisor has the right to waive the renewal process at any time.

**IX. Community Service Volunteers:** Volunteers who are completing court-mandated volunteer hours must complete the corresponding age-specific volunteer application, and must be approved by the Operations Supervisor at least one week prior to requested

volunteer time. No person with drug, alcohol, sexual abuse offenses, or anyone with an offense determined detrimental to children will be allowed to volunteer. Only volunteers with minor traffic violations will be allowed on CMBV premises or at CMBV sponsored events.

- A. Interaction with children:** No community service volunteer, regardless of offense, will be allowed to interact or come in contact with children under any circumstance. Photographs, interviews, or any unsupervised contact is strictly prohibited and will be reported to the law enforcement immediately.
- B. Transportation:** All community service volunteers must have their own method of transportation readily available. If asked to vacate the premises, community service volunteers must do so immediately.
- C. Orientation and Interview Process:** Community service volunteers will not attend an official volunteer training session. All community service volunteers must have an interview with the Operations Supervisor or the Executive Director at least one week prior to requested volunteer time. CMBV has the right to refuse any Community Service Volunteer at any time.

## **X. Volunteer Roles**

- A. Junior Volunteers (13 to 17 years of age):** Junior Volunteers will assist in summer programming including summer camps, theme weeks, special arts and crafts, etc. Junior Volunteers may be asked to help lead arts and crafts, host storytime, assist in the supervision of program participants, and otherwise assist the Director of Education. At no time will a Junior Volunteer be left alone with children, or will he/she be asked to perform harmful or hazardous tasks.
- B. Adult Volunteers (18 years of age and older):** Adult Volunteers will assist in a number of areas including: arts & crafts, storytime, educational programs, retail, clerical work, etc. Adult Volunteers may also be asked to assist in the supervision of Junior Volunteers. At no time will an Adult Volunteer be left alone with children, or will he/she be asked to perform harmful or hazardous tasks.
- C. Community Service Volunteers:** Community Service Volunteers are not allowed to interact or come in contact with children. Roles of a Community Service Volunteer include cleaning, organizing, maintenance, gardening, etc. All Community Service Volunteers must be directly supervised by the Operations Supervisor. At no time will a Community Service Volunteer be left alone with children, or will he/she be asked to perform harmful or hazardous tasks.
- D. Program/Special Event Volunteers:** The roles of Programs/Special Event Volunteers will vary upon event. Ask the Operations Supervisor for more information. At no time will a Program/Special Event Volunteer be left alone with children, or will he/she be asked to perform harmful or hazardous tasks.

**XI. Supervision of Volunteers:** All volunteers will be supervised by a CMBV staff member at all times. Junior Volunteers will always be under the direct supervision of the Operations Supervisor, a CMBV staff member, or an adult volunteer. Community Service Volunteers must be directly supervised by the Operations Supervisor at all times. At no point will volunteers be left alone with children.

**XII. Appearance and Conduct:** Willingness to follow instructions, adhere to policies, promptness, consistency and mature conduct is necessary requirements.

- A. Attire:** Representatives of CMBV, when on CMBV duties, must appear clean, neat and appropriately attired. All clothing must be child and adult friendly. Excess bare skin is prohibited including tank tops, exposed midribs, shorts, and flip-flops.

- B. Identification:** All CMBV representatives must wear visible identification at all times. Junior and Adult Volunteers will wear green name tags, and Community Service Volunteers will wear blue name tags. Special Event Volunteer identification will vary upon event.
- C. Drugs & Alcohol:** Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- D. Tobacco:** Smoking or the use of tobacco in the presence of children and parents during working hours is prohibited. Smoking may not occur within 100 feet of the entrance to CMBV.
- E. Profanity:** Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment, in the presence of children or parents is prohibited.
- F. Inappropriate Displays of Affection:** CMBV representatives will refrain from intimate displays of affection during working hours, on CMBV property, or in the presence of children or parents. This includes inappropriate hugging, touching, or invasion of personal space.
- G. Health Conditions:** CMBV representatives must be free of physical, psychological, or physiological conditions that might adversely affect children's physical or mental health. If in doubt, and expert should be consulted.
- H.** CMBV representatives will be positive role models for youth by maintaining an attitude of loyalty, respect, patience, courtesy, tact and maturity.

**XIII. Protection:** In order to protect CMBV staff, volunteers, and program participants, at no time may a CMBV representative be alone with a single child where they cannot be observed by others. As CMBV representatives supervise children, they should space themselves in a way that other staff can see them. A child shall never be left unsupervised.

**XIV. Restroom Supervision:** Pre-K children (up to and including kindergarten) must be accompanied to the restroom by a staff member or volunteer, or by the child's parent or guardian. Staff members or volunteers accompanying children will stand in the doorway while the children are using the restroom. If they need to assist a child, the stall door must remain open. The policy allows for as much privacy as possible, while protecting CMBV representative (not being alone with a child). School age children (first grade through age 12) must always be sent in pairs of the same sex, and whenever possible, a CMBV representative. The CMBV representative will make every effort to ensure that the restroom is not occupied by suspicious or unknown individuals before allowing children to enter. The number of children in the restroom shall never exceed three (3). No child, regardless of age, should enter a restroom alone on a field trip.

- XV. Abuse:** CMBV representatives shall not abuse children including:
- A. Physical Abuse:** Strike, spank, slap, kick, punch, or otherwise causing trauma
  - B. Verbal Abuse:** Humiliate, degrade, threaten, profanity, insult, slander, demean, tease, shame
  - C. Sexual Abuse:** Inappropriate touching, fondling, exposure, display of pornography
  - D. Neglect:** withholding food, water, basic care, etc.
  - E.** CMBV representatives will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched on areas of their body that would be covered by a bathing suit.
  - F.** Inappropriate touching or abuse will not be tolerated and may be cause for immediate dismissal and possible criminal charges.
  - G.** Any CMBV representative sensing or identifying parental or guardian abuse must notify Operations Supervisor or Executive Director immediately.

- H.** Any CMBV representative must report any signs of abuse or direct violation of this policy immediately to the Executive Director.
- XVI. Nondiscrimination:** CMBV representatives will respond to children with respect and consideration and treat all children equally, without regard for sex, race, religion, disability or culture.
- XVII. Transporting Children:** CMBV representatives are not to transport CMBV program children in private vehicles. Any transportation of CMBV program children must be by a professional staff member, and each child must have written consent by the child's parent or guardian.
- XVIII. Disciplinary Actions:** The first violation of CMBV Volunteer Policies will result in a written warning. On the second violation of Volunteer Policies, volunteers will immediately be asked to leave the premises. CMBV has the right to reject any volunteer application for any reason. CMBV also has the right to dismiss any volunteer immediately for violations of policies.
- XIX. Volunteer Rewards:** The CMBV Board of Directors and staff appreciate the generous donations of volunteers, and value the hard work and dedication. CMBV staff will make every effort to reward and recognize dedicated volunteers.
- A. Appreciation Parties:** Each semester CMBV will host a volunteer appreciation event, which will occur every Spring, Summer, and Fall. All volunteers with 20+ hours in the semester will be invited to attend.
- B. Volunteer of the Month:** Each month the CMBV staff will select one volunteer for exemplary dedication and service. This Volunteer of the Month will be selected on the first Monday of each month. Community Service Volunteers are not eligible for the award.
- C. Junior Volunteer of the Summer:** During the summer semester, the CMBV staff will select one Junior Volunteer for exemplary dedication and service. Community Service Volunteers are not eligible for the award.
- D. Volunteer of the Year:** At the Fall volunteer appreciation party, the CMBV staff will reward one volunteer for his/her year-long dedication to CMBV programs, events, or operations.

*Last updated: July 11, 2007*



## Volunteer Agreement

I, \_\_\_\_\_ an employee and/or  
*Last First Middle*  
volunteer for The Children's Museum of the Brazos Valley have fully read, understand and agree to comply with the Volunteer Policies of The Children's Museum of the Brazos Valley. Furthermore, I understand that failure to comply with these policies will result in immediate dismissal and possible criminal charges.

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

**Date:** \_\_\_\_\_

***For Junior Volunteers:***

**Parent/Guardian Signature:** \_\_\_\_\_