



Naranjo Museum Volunteer Information

The Naranjo Museum of Natural History is a 501(c)(3) nonprofit organization. Students and adults who volunteer at the museum may be able to use their volunteer hours toward college applications, scholarship applications, and club or organization requirements.

How Does Volunteering Work?

To become a volunteer at the Naranjo Museum, you must complete a volunteer registration form. Volunteers under 18 years of age must have the form signed by a parent or legal guardian.

Once your form has been submitted, your application will be reviewed, and a criminal history check will be conducted to help ensure the safety of museum staff, visitors, children, and other volunteers. You will be notified by either by phone or email if you have been accepted as a museum volunteer. Once accepted, your contact information will be added to our volunteer database. You will then receive notifications about upcoming volunteer opportunities.

Basic Volunteer Requirements

- **Training:** Volunteers must attend required training sessions for specific events or activities, such as summer camp or museum events. Training requirements will be communicated by email. If training is not required, volunteers will receive the relevant event information by email.
- **Understanding Event Responsibilities:** Each volunteer opportunity will include information about the event, its needs, and the responsibilities involved. Volunteers are responsible for reviewing this information and determining whether the opportunity is a good fit for their physical, mental, and social abilities.
- **Professional Representation:** Volunteers are expected to represent the Naranjo Museum of Natural History in a positive and respectful manner.
- **Dress Code:** Volunteers should dress appropriately and modestly while volunteering and follow any specific dress code required for an event.
- **Commitment:** Volunteers are expected to honor their commitments and arrive on time for scheduled volunteer opportunities. If you are unable to attend, please notify the museum as soon as possible.
- **Respect:** Volunteers must treat all visitors, staff members, and other volunteers with respect.
- **Age Requirement:** Volunteers must be at least 15 years old. Volunteers under 18 must have a completed volunteer form signed by a parent or legal guardian.
- **Substance Use:** Volunteers may not be under the influence of alcohol or recreational drugs while volunteering.
- **Museum Property:** Volunteers must not steal, misuse, or intentionally damage museum property.
- **Museum Policies:** Volunteers must follow all museum policies, including the museum's social media policy.
- **Volunteer Status:** The Naranjo Museum of Natural History reserves the right to end a volunteer's service if they do not meet these requirements or follow museum policies.

Museum Volunteer Benefits

- Work with like-minded individuals in a fun and engaging environment.
- Learn new skills that can be applied to other areas of life.
- Meet and network with people in the community.
- Gain experience working in a museum and nonprofit organization.
- Get a behind-the-scenes look at the inner workings of a natural history museum.
- Build volunteer hours that may be useful for college applications, scholarship applications, and club or organization requirements.

How to Sign Up

1. Complete a volunteer registration form. Volunteers under 18 must have a parent or legal guardian sign the form.
2. Submit your application with a clear photo and any pertinent credentials. Application can either be dropped off at the museum's front desk or email a copy to info@naranjomuseum.org.
3. A representative from the museum to contact you after reviewing your form.

Contact the Naranjo Museum of Natural History at (936) 639-3466 or info@naranjomuseum.org
Visit our website to learn more about the museum: <https://naranjomuseum.org/>

Volunteer Application

Please return application to the Naranjo Museum of Natural History for processing either in person or by email info@naranjomuseum.org

Full Name: _____

Age: _____ DOB: _____ School/Grade Level: _____

Phone Number: _____ Email: _____

Minor Volunteer Consent:

Parent/Guardian Full Name: _____

Phone Number: _____ Email: _____

<u>AVAILABILITY:</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	☐	☐	☐	☐	☐	☐	☐

☐ Other: _____

Volunteer Interest:

☐ Tour guide	☐ Museum Summer Camp	☐ Setting up for events (tables/ chair etc)
☐ Prepping activities	☐ Working at Museum Gala	☐ Cleaning and prepping fossils for display
☐ Cataloging/Label exhibits	☐ Community Outreach Booth	☐ Clean/improve exhibits
☐ Cleaning/organizational projects		

Volunteer Release and Waiver

Please fill out lines within the paragraph (one for the volunteer and one for the guardian of the volunteer The Naranjo Museum of Natural History ("the Naranjo Museum") is offering volunteer opportunities as shown above as ("volunteer opportunities" "event" "Booth" "Family Fright Night"). Although the Naranjo Museum hopes that no volunteer ("student" "volunteer") is ever injured or hurt, injuries are a possibility of volunteering. The risk of injuries is a risk that the volunteer and their legal guardians voluntarily agree to assume in exchange for the privilege of volunteering for the museum. The volunteer and their guardians understand and agree that the risk is not a risk that the Naranjo Museum assumes and that the Naranjo Museum is not responsible for any injuries to the volunteer. Accordingly, _____ (the "guardian" or "volunteer (if 18+)"), the legal guardian of

_____ (the "student" "volunteer") voluntarily releases, discharges and waives the right to sue the Naranjo Museum and its directors, offices, employees, volunteers, agents and all person acting by, through, under or in concert with the Naranjo Museum (collectively, the "released parties") for any and all losses, demands, claims, suits, causes of action, liability, costs, expenses and judgments whether arising in equity, at common law or by statute, under the law of contracts, torts or property, for personal injury (including without limitation emotional distress), arising in favor of the guardian, the volunteer or anyone claiming through us based upon, in connection with, relating to or arising out of, directly or indirectly, the student's participation in volunteer opportunities (collectively "volunteer opportunities") EVEN IF ANY SUCH CLAIMS ARE DUE TO THE RELEASED PARTIES' OWN NEGLIGENCE, STRICT LIABILITY WITHOUT REGARD TO FAULT, VIOLATION OF STATUTE, OR OTHER FAULT, INCLUDING AN NEGLIGENT ACT, OMISSION, OR INTENTIONAL ACT, OMISSION, OR INTENTIONAL ACT INTENDED TO PROMOTE MY VOLUNTEER'S SAFETY OR WELL-BEING. The guardian and volunteer hereby give their permission to the Released Parties to obtain emergency medical treatment for the student if any Released Party deems in its discretion that such emergency medical treatment is necessary. The volunteer and the guardian acknowledge and agree that any photos, videos, pictorial images, voice recording, or quotations including those of student take or created by any Released Party (including without limitation any taken by any photographer or videographer paid by or volunteering for any Released Party) during or relating to volunteering at the museum are the sole property of the Naranjo Museum and may be used in future publications, web pages, promotions, advertisements and exhibits of the Naranjo Museum (or any other person authorized to use such images by the Naranjo Museum without the need of any additional permission from or consideration to the volunteer or guardian. I release and waive for myself, the volunteer and anyone claiming through us all claims based on the right of privacy, right of publicity, moral rights or any other intellectual property rights related to the rights granted by me to the Naranjo Museum. I acknowledge that I have read all the information regarding volunteering at the Naranjo Museum of Natural History. The volunteer cannot hold the Naranjo Museum responsible for exposure to persons with COVID-19. The Naranjo Museum cannot be held responsible if the volunteer exhibits COVID-19 symptoms at anytime. The volunteer has read and agrees to the basic requirements for volunteering with the Naranjo Museum including a criminal history check. By signing up to be a Naranjo Museum volunteer, the volunteer agrees to Naranjo Museum policies including but not limited to the Naranjo Museum Social Media Policy.

For volunteers under 18 years, a parent signature is required in order for the student to volunteer for the Naranjo Museum. By signing, the parent gives the student permission to volunteer for the Naranjo Museum.

Parent/Guardian Signature: _____ Date: _____

Volunteer Signature: _____ Date: _____