



**Volunteer Application Form**

Complete and return to 418 W. 4th St. Oxnard, CA 93030 or email to tiffani@gullwings.org

First Name:  Middle Initial:  Last Name:   
 Address:  City, State, Zip:   
 Home Phone:  Work or Cell Phone:   
 Email Address:   
 How did you hear about Gull Wings Children's Museum?

**Are you:**  under age 18 (*\*requires signature of parent or guardian*)  18 - 64  65+

**Employment or School Information**

Employer/School:  Position/Grade Level:   
 Address:  City, State, Zip:   
 School Contact (include phone or email):

If you are seeking school credit or are completing court-ordered community service, please include related documentation.

**Emergency Contact Information**

Name:  Relationship:   
 Phone:

**References:** Please list three references other than relatives.

1. Name:   
 Phone:  Email:   
 2. Name:   
 Phone:  Email:   
 3. Name:   
 Phone:  Email:

**Availability:** Please check your normal availability for volunteering.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

**How Often?**

Weekly  Monthly  Occasionally  Special Projects # of Hours

**Your Volunteer Interests**

Please check the areas that you have special skills in or would be interested in volunteering in:

- Administrative: organizing, website upkeep and maintenance, mailings
- Animal Handling: care and handling of live animals
- Education/Programs: visitor interaction, programming assistance, birthday parties
- Exhibits: maintenance, design
- Retail and Reception: ticket & gift shop sales, answering phone, greeting the public
- Special Events and Fundraising: event coordination, fundraising activities
- Other:

**Volunteer Agreement**

All volunteers must read the Gull Wings Children’s Museum Volunteer Handbook and the policies mentioned below. By signing this agreement, you consent to thoroughly read the Museum Volunteer Handbook.

**Volunteer Agreement**

As Gull Wings Children’s Museum (Museum) Volunteer, I will remain loyal to the mission, vision, and values of Museum. I have received and will read the Volunteer Handbook. I agree to follow all the policies set forth and agree to follow any changes or additions made regarding Museum Volunteer policies. Failure to follow the policies in the Volunteer Handbook may result in immediate release from my volunteer commitment at the Museum. I understand that the Museum accepts the service of all volunteers knowing that such service is at the sole discretion of the Museum. I agree that the Museum may at any time, for any reason, decide to terminate my relationship with the Museum or make changes in the nature of my volunteer assignment. I also understand that I may at any time, for any reason, choose to end the relationship with the Museum and will notify Volunteer Resources if I choose to do so.

In addition, I acknowledge that my image, picture, and likeness may be photographed and/or recorded to be included in Museum promotional materials. The Museum shall own all rights, title and interest, including the copyright, in and to any photos or recordings made. By my presence as a volunteer, I grant my permission for my likeness and voice to be used by the Museum without compensation, credit or other consideration. *Initial here if you do not agree:* \_\_\_\_\_

**Confidentiality**

As a volunteer at the Museum, I understand that I may work with donor information, staff (including employee, volunteers, intern, etc.) information, visitor concerns and other Museum information which may be confidential in nature. All information regarding members, donors, volunteers, employees and Museum operations is to be kept strictly confidential. I will not discuss this information with anyone who is not directly involved in these areas. I understand that failure to maintain confidentiality may result in immediate release from my volunteer commitment at the Museum. The obligation to comply with this policy continues after the volunteer commitment with the Museum ends.

**Intellectual Property**

By signing below, I agree that all intellectual property (audio material, photos, videos, text, software, exhibits, etc.) that I create for the Museum as a volunteer will be a “work for hire” under the U.S. Copyright laws and will therefore be the exclusive property of the Museum. I will not retain any copyright or redistribution rights. Any agreement to the contrary with the Museum must be in writing and signed by an authorized Museum representative and me.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Parent or Guardian of Minor

\_\_\_\_\_  
Printed Name of Parent or Guardian



## **Background Checks Policy for Adult Volunteers**

Out of concern for the well-being and safety of the children and families we serve, the Gull Wings Children's Museum performs background checks on adult volunteers. The Gull Wings Children's Museum deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit any person from serving as a volunteer, including one who has been arrested for, convicted of, been on probation for, or received deferred adjudication for any criminal conduct. The right to disqualify applies to any criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently removed from the applicant's record as the result of appropriate legal proceedings.

**Procedures:** In order to screen prospective volunteers to identify those who have engaged in criminal conduct, the Gull Wings Children's Museum adopts the following procedure:

- **Application:** Each volunteer is required to fill out an application.
- **References:** On the application, each volunteer is required to provide three references.
- **Personal Interview:** Certain volunteer roles may require a prospective volunteer to undergo an interview with appropriate staff members.
- **Fingerprinting:** Each prospective volunteer age 18 and older must be fingerprinted through Live Scan at their expense. The Museum may be able to reimburse you for this expense or the cost may be tax-deductible.

### **Compliance with Requirements**

The Gull Wings Children's Museum will comply with the requirements of the Criminal Information Act, including the destruction of criminal history record information promptly after the determination of the suitability of the volunteer.

### **Criminal Background Check Informed Consent Form**

Full Name (first, middle, last):

Have you ever been convicted of a crime and are there any legal charges pending against you?

\_\_\_\_\_ if yes, please explain: \_\_\_\_\_

I authorize the California Department of Justice to disclose all criminal history record information to the Gull Wings Children's Museum for the purpose of volunteering with this organization. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**CHILDREN'S MUSEUM Volunteer Code of Conduct**

Everyone volunteering for the Gull Wings Children's Museum is held to high standards of responsibility for the safety and wellbeing of young people. The Volunteer Code of Conduct applies to all volunteers at the Museum, regardless of the volunteer's assignment.

**Appearance:** While working at the Museum, volunteers must be neat, clean, and wear appropriate attire. Museum logo shirts must be worn during volunteering. Bottoms (pants, skirts) must be knee-length or longer and cannot be low-rise. Excessive piercings or other body modifications are not permitted.

**Conduct:** Volunteers are representatives of the Museum and therefore must conduct themselves in a professional manner.

- Use of cell phones and other electronic devices (i.e. mp3 players, electronic game devices) IS NOT PERMITTED during a volunteer shift.
- Using, possessing or being under the influence of alcohol or illegal drugs during volunteer hours is prohibited.
- Smoking or use of tobacco in the presence of children and parents during volunteer hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any behavior that may be perceived as harassment, in the presence of children or parents, are prohibited.
- Intimate displays of affection towards others in the presence of children or parents are prohibited.
- Museum volunteers will be positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.

**Protection:** In order to protect Museum volunteers, these volunteers at no time during their duties at the Gull Wings Children's Museum, may be alone with a single child where they cannot be observed by others. As Museum volunteers supervise children, they should space themselves in a way that allows other staff and visitors to see them.

**Abuse:** Museum volunteers shall not abuse children in any way, including: physical, verbal, sexual, or psychological abuse. If at any time a volunteer feels they have observed a child being abused in the Museum, that volunteer must immediately report the incident to a staff member.

**Nondiscrimination:** Museum volunteers will respond to children with respect and consideration and treat all children equally, without regard for sex, race, religion, disability, and culture.

I have read and accepted this Volunteer Code of Conduct. I understand that any violation of this code may result in my termination.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum Staff Signature

\_\_\_\_\_  
Date