

Application Date: _____

VOLUNTEER APPLICATION AND AGREEMENT

The purpose of this application and contract is to help us assist you. By giving us the following information you allow us to place you in a rewarding and appropriate volunteer experience. The contract part of this document defines the responsibilities that we, the Lubbock Lake Landmark, have and what we expect of our volunteers.

Name

Address

City, State, Zip

Phone

Email

Emergency contact/phone

Relationship

Date of Birth (year optional)

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

INTERESTS

Please check all areas in which you might like to do volunteer work.

DOCENT PROGRAM

Tour Guide _____

**Learning Center
Interpreter** _____

**Craft/Techology
Demonstrator** _____

Speakers Bureau _____

Nature Trail Interpreter _____

OTHER DEPARTMENTS

Information Desk/GiftShop _____

Anthropology laboratory _____

**Trails and Grounds
Maintenance** _____

**Summer Field Research
Program – archaeology
(separate application)** _____

Tell us about yourself and why you would like to volunteer at Lubbock Lake Landmark. Any special skills or limitations?

Do you have transportation? Yes _____ No _____

Name and number of a personal reference

VOLUNTEER PHILOSOPHY

As a volunteer, you are an important member of the Lubbock Lake Landmark/Museum of Texas Tech University staff and act as a representative of the Landmark and Museum to the community at large. For a better understanding of what you can expect as a volunteer and what is expected by of you the Landmark, we ask you to read and sign the following Volunteer Philosophy.

Lubbock Lake Landmark will provide for you:

- Beneficial and life-enriching experiences
- Comprehensive orientation and general training sessions plus any specialized training for specific jobs, such as docents and interpreters.
- Opportunities for professional development and social interaction with other volunteers.
- Gift shop discounts and recognition events
- Regular evaluation. As a crucial part of a successful volunteer program, regular observations by their immediate supervisor will be conducted.
- Advancement to leadership positions for the training and overseeing of other volunteers.
- An opportunity to learn about Cultural and Natural History, Archaeology, Anthropology, and many other fields as well as a chance to learn how museums operate behind the scenes.
- A specific job description detailing duties, responsibilities, and the immediate supervisor.

Lubbock Lake Landmark asks that you:

- Work an agreed number of hours on a scheduled basis that is acceptable to both you and the Landmark.
- Choose and assignment within your abilities, interests, and time.
- Attend any scheduled training classes related to your work as a volunteer.
- Notify the Landmark beforehand if you will be absent.
- Conduct yourself in an appropriate and ethical manner at all times when dealing with visitors, staff, and collections.

Failure to cooperate with Landmark policies may be interpreted as a volunteer's desire to resign.

Have fun and ask questions as needed. Remember we are here for you!

By my signature I declare that I have read, understand, and agree with all parts of the Volunteer Philosophy and will strive to fulfill all parts therein.

Volunteer Signature

Date