

OCEAN ISLE MUSEUM FOUNDATION – VOLUNTEER INFORMATION

Thank you for your interest in volunteering at the Museum of Coastal Carolina and/or Ingram Planetarium! Volunteers are the heart and soul of our two facilities, and we couldn't keep our doors open without you. We look forward to you joining the team!

VOLUNTEER BENEFITS – Why should you become a volunteer?

- Meet interesting people who share your enthusiasm about our facilities and exhibits
- Learn first-hand about science, nature, history, and astronomy
- Experience the “behind-the-scenes” operation of a museum and planetarium
- Attend volunteer meetings and socials
- Share your special interests or talents by offering to give a lecture or host a program
- Preview new exhibits prior to their public opening
- Enjoy free shows and programs at the Museum/Planetarium (when seating allows)
- Receive a 15% discount on all your purchases in our gift shops
- After 20 hours of volunteering, receive a \$20 discount towards a museum/planetarium membership
- After 20 hours of volunteering, you are invited to the Annual Volunteer Luncheon

VOLUNTEER APPLICATION – How do you become a volunteer?

We are always looking for new volunteers to join our ever-growing family. To become a volunteer, please complete and return the attached Volunteer Application, Release of Liability, and Volunteer Contract to any staff member at the Museum of Coastal Carolina or Ingram Planetarium.

For questions regarding volunteer opportunities, please contact:

Harold Wainman, Volunteer Coordinator
Museum of Coastal Carolina and Ingram Planetarium
Phone: 910-579-1016
Email: vol.cord@museumplanetarium.org

OCEAN ISLE MUSEUM FOUNDATION – VOLUNTEER APPLICATION

NAME: _____ Sign up Date ____/____/____

DATE OF BIRTH: _____ Initial Start Date ____/____/____

PRIMARY ADDRESS:

SECONDARY ADDRESS:

HOME PHONE: _____ CELL: _____

EMAIL: _____

EMERGENCY CONTACT: _____

PHONE _____ CELL _____

2nd EMERGENCY CONTACT: _____

PHONE _____ CELL _____

DO YOU HAVE ANY HEALTH CONCERNS THAT THE STAFF SHOULD BE AWARE OF? IF SO, PLEASE DESCRIBE:

Volunteer Biography: Please tell us about yourself: How long have you lived in the area; where did you move from; interests, etc.

VOLUNTEER PREFERENCES (CIRCLE ALL THAT APPLY)

Facility: Museum Planetarium Both

Position: Visitor Services Gift Shop Touch Tank School Groups

Planetarium Shows Laser Shows Telescopes Demonstrations

TIME AVAILABLE (CIRCLE ALL THAT APPLY)

When Needed Morning Afternoon Evening Other: _____

MONTHS AVAILABLE (CIRCLE ALL THAT APPLY)

Year-Round January February March April May June July

August September October November December

OCEAN ISLE MUSEUM FOUNDATION – VOLUNTEER RELEASE OF LIABILITY

Read carefully before signing.

I (please print) _____, in consideration for being permitted to participate as a volunteer by the Ocean Isle Museum Foundation, hereby release and discharge the Foundation, and all its respective officers, directors, employees, agents, contractors, subcontractors, representatives, successors and assigns, and all persons conducting, directly or indirectly, the activities surrounding my involvement as a volunteer at the Museum/Planetarium from any and all claims, rights, demands, actions, causes of action, expenses and damages, which I or my heirs, personal representative, successor, assigns or anyone claiming by, through or under me ever had, now have, or may have against the parties identified above arising from any injury, act or omission relating in any way to my participation as a volunteer for the Museum/Planetarium.

I also fully understand the risks involved in my participation as a volunteer including, but not limited to, those risks involved with working with the public, hand tools, maintenance supplies and equipment, cleaning supplies, cooking, and working with and around animals, including risk of disease and physical injury therefrom, and fully assume said risks for any injury, losses or damages of any kind resulting from such risks, and any risks involved in associated activities. I further agree to wear protective clothing/equipment when working with hand tools or as appropriate in other situations. I agree not to use hand tools unless properly trained or instructed.

The volunteer hereby understands and agrees that he/she will not receive any form of compensation or remuneration for these services. The volunteer also understands and agrees that he/she is not entitled to any benefits from the Museum/Planetarium including, but not limited to, health or life insurance, workers' compensation benefits or unemployment benefits, any claims to such benefit or compensation being expressly waived by the volunteer, parent/guardian, his/her heirs, executors or assigns. The undersigned further agrees that the Museum/Planetarium may photograph and/or video tape the undersigned while engaged in the volunteer work at the Museum/Planetarium and that the Museum/Planetarium may retain rights to use these visual images in any manner without compensation to the undersigned.

I acknowledge that I have read, fully understand, and voluntarily agree to this release and that no oral representations, statements or inducements apart from this release have been made to me. I recognize that I have an obligation to read, understand and comply with the contents of the Volunteer Manual for the Ocean Isle Museum Foundation. I understand that it is my responsibility to contact the Volunteer Coordinator with questions or concerns about any of the information outlined in this manual.

I understand that the Volunteer Manual is intended to provide an overview of the Museum/Planetarium's policies and procedures and does not necessarily represent all such policies in force. I understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time and at the sole discretion of the Museum/Planetarium with or without notice. I have read and understand the information in the Volunteer Manual and agree to abide by the policies and procedures of the Ocean Isle Museum Foundation.

Date: _____ **Volunteer Signature** _____

OCEAN ISLE MUSEUM FOUNDATION - VOLUNTEER CONTRACT

I, _____, understand that as a volunteer for the Ocean Isle Museum Foundation I must abide by the following rules and requirements, understanding that failure to do so may result in my discharge from the volunteer program.

1. I will remember that I am a representative of the Museum/Planetarium to the public and I will act in an appropriate and responsible manner.
2. I will follow the instructions of Museum/Planetarium staff and designated volunteers.
3. I will not handle any animals without Museum staff present (with the exception of the animals in the touch tank as instructed).
4. I will wear the appropriate attire when I come in for my shift including a Museum/Planetarium white or bright blue polo is required with khaki tan, light grey, or light khaki green slacks, and nametag.
 - A bright blue polo shirt will be provided
 - A sweatshirt, sweater or jacket may be worn during colder months.
 - Volunteers may (not required) purchase additional Museum/Planetarium logo polo, sweatshirt, sweater or jacket from our website <http://museumplanetarium.qbstores.com/>
5. I will be on time for all shifts I am scheduled for. If I must miss a shift, I will notify the Volunteer Coordinator at 910-579-1016.
6. I will not guess or make up any answers to questions I am unsure of. Instead, I will find the answer by looking it up, asking staff or another volunteer for assistance, or by taking the visitor's name, address, and question so that a staff member may respond to the question once an answer has been found.
7. I understand that if I do not volunteer during a calendar year, I will be removed from the active volunteer roster and must re-apply.

Date: _____ **Volunteer Signature:** _____

Date: _____ **Staff Signature:** _____