



[Imperial Valley Desert Museum - Volunteer Application](#)

Thank you for your interest! Once this application is submitted the IVDM staff will be in touch with you to set up a time to meet and to share more information about volunteer opportunities. You'll then be invited to attend an introductory training session which is mandatory before you can start volunteering in an area.

This form must be fully completed to be considered. All information provided is confidential.

Contact Information

First Name _____ Last Name _____

Address _____ City/State/Zip _____

Cell Phone _____ Home Phone _____

Email _____

Personal Information

The IVDM does not accept volunteers under the age of 16.

Are you at least 16 years old? Yes/No

How did you hear about us?

Facebook Friend or Family Member School IVDM Website
 Imperial Valley Press Community Fair/Festival

Education

Highest degree/level completed _____

Last school attended _____

Did you graduate? _____ If yes, when? _____

What was your area of study? _____

Employment

Current/Most recent job title

Current/Most Recent place of employment

Current/most recent supervisor

Current/most recent employment contact information

Volunteer Experience

Name of previous volunteer location

Name of previous volunteer supervisor

Previous supervisor's contact information

Previous volunteer responsibilities/job

Skills, Interests, & Experience

Please let us know your personal, academic, and professional experiences, interests, and skills for opportunities based on these backgrounds.

____ Archaeology ____ Art/Art Education ____ Collections Management

____ Clerical/Mailing/Data Entry

____ Construction ____ Customer Service ____ Environmental Interests

____ Ethnobotany

____ Geology ____ Graphic/Website Design ____ Hospitality Services

____ Journalism/Writing/Editing

____ Landscaping/Gardening ____ Photography ____ Retail Experience

____ Teaching/Education

____ Technology ____ Youth Engagement

Other:

Languages

Languages spoken other than English (ex: Spanish, ASL)

Availability *(select all that regularly apply)*

The Volunteer Program is an essential element to the daily running of the IVDM. Volunteering at the museum involves a commitment of time and effort as outlined in the Volunteer Handbook.

Are you willing/able to attend mandatory volunteer training sessions

Days: Monday Tuesday Wednesday Thursday Friday Saturday

No Preference

Times: 9am-1pm 1-4pm 4-7pm All Day Evenings No Preference

Why do you want to volunteer at the IVDM?

Criminal History

Certain volunteer areas may require a criminal background check

Have you ever been convicted/pled guilty to a crime other than a traffic violation?

If yes, please describe

Medical Information

Allergies _____

Medications _____

Conditions IVDM should know about _____

Emergency Contact #1

Name _____

Phone _____

Relationship to you _____

Emergency Contact #2

Name _____

Phone _____

Relationship to you _____

I have read and understood the IVDM's Volunteer Handbook, Ethics Policy, and Emergency Plan and will abide by the content therein.

Signature/Date _____

Signature Agreement

By submitting this form I certify that the facts in this application are true, correct, and complete to the best of my knowledge and understand that falsified statements on this application shall be grounds for dismissal from the Museum Volunteer Program. I authorize the Museum to check and verify all information on this application. In order to perform due diligence in protecting the well being and safety of those we serve, the Museum reserves the right to perform criminal background checks on any current employee, applicant or volunteer. I fully release references, employers, and the Museum from any liability from the verification process.

I understand that there will be an interview prior to my being accepted as a museum volunteer and I will be expected to complete the required training for museum volunteers, and abide by the Museum's Ethics Policy while I am a volunteer.

Name (Print)

Signature

Date



Imperial Valley Desert Museum Volunteer Agreement

This agreement is entered into between _____,
("the Volunteer") and the Imperial Valley Desert Museum ("the Museum"),
beginning on _____.

1. The volunteer understands and agrees that this is not an agreement of employment, that volunteer's services are donated, given freely, and without expectation of remuneration in any form whatsoever, including any rights or benefits that would accompany employment, and are so accepted by the Museum with the understanding that no remuneration shall be paid.
2. The Museum agrees to provide the volunteer with appropriate training and supervision.
3. The volunteer understands and agrees that all work performed as a volunteer is under the supervision of the Museum
4. The volunteer understands and agrees that the Museum may terminate at any time and for any reason, including but not limited to, the following reasons:
 - a. Drug or alcohol use in the performance of volunteer duties
 - b. Conviction of any crime
 - c. Falsified application information
 - d. Failure to complete initial and/or additional required training
 - e. Failure to follow directions of Supervisor
 - f. Failure to comply with Museum policies and procedures
 - g. Any willful misconduct, gross negligence, reckless disregard for the safety of others, fraud, or criminal acts
 - h. Any other act or conflict that is deemed to be detrimental to the mission, goals and values of the Museum or to the community, youth, and families the Museum serves.
5. The volunteer understands that he/she is responsible for learning and following existing and new policies outlined by their supervisor throughout the year.

6. **Release of Liability:** In connection with the volunteer's involvement in activities undertaken for, and/or with the participation and support of the Imperial Valley Desert Museum, the volunteer hereby agrees for themselves, their heirs, executors, and administrators to release and discharge the Imperial Valley Desert Museum, its officers and directors, members, employees, and volunteers from all claims, demands, and actions from injuries sustained to his/her person and/or property as a result of his/her involvement in Museum activities, whether or not it results from negligence. The volunteer agrees to release and hold the Imperial Valley Desert Museum and those associated with it harmless from any cause or action, claims, or suit arising there from. The volunteer hereby attests that his/her attendance and involvement in such activities is voluntary, that the volunteer is participating at his/her own risk, and that he/she has read the terms and conditions of this release. The volunteer agrees that he/she will perform activities that he/she is comfortable performing and will follow all instructions.
7. **Release of Design:** The volunteer grants full permission for the Imperial Valley Desert Museum to forever use any graphic design, artistic content, promotional materials, research, or publications produced while in service to the Imperial Valley Desert Museum, without expectation of compensation.
8. **Waiver:** The volunteer grants full permission for the Imperial Valley Desert Museum to forever use photographs, videos, audios, and/or quotations from him/her in legitimate accounts and promotion of the Imperial Valley Desert Museum activities, without identification of volunteer by name, and without compensation.
9. **Ethics Policy:** As a volunteer at the IVDM, I agree that I have read and understood the IVDM's Ethics Policy and will adhere to it.
10. **Confidentiality:** As a volunteer at the IVDM I understand that I may work with donor information, staff 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 my volunteer commitment with the Museum ends.

The contents of this Volunteer Agreement have been discussed with me and I agree to abide by the contents set out.

Volunteer Name (Print)

Volunteer Signature

Date

IVDM Representative

Date

Parent/Guardian Signature (if volunteer is minor)

By signing below, I express my understanding and intent for my minor to become a volunteer at the Imperial Valley Desert Museum and to enter into this Release and Waiver of Liability willingly.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date



[Film, Photography, and Audio Release](#)

Full Name of Individual: _____

Parent/Guardian (if subject is under 18 years old):

Address:

Street

City

State

Zip

I, _____, hereby grant all rights to IMPERIAL VALLEY DESERT MUSEUM SOCIETY, INC. [IVDMS, Inc] and its agents to record my image and likeness and to use, reproduce, and publish (including by electronic means), in whole or in part, any photographs, audio recordings, or video footage resulting therein during my employment or while participating in any IVDM projects including field trips, public events, hikes, and the like.

I agree that IVDMS, Inc shall be the exclusive owner of the results and proceeds of any such taping, photography, and recording, with the right throughout in any and all media (now known or hereafter devised), in perpetuity. Upon my signature below, I surrender my rights to terminate or rescind this release or to enjoin or restrain the distribution, exhibition, advertising, promotion or other exploitation of any such taping, photography, and recording.

I recognize that said images, video, and/or voice recordings may be used for educational, advertising, and promotional purposes in all conventional and electronic media and any future media. I also authorize the use of any printed material in connection therewith. I recognize that all such uses may be done with or without my name and for any lawful purpose. I understand and agree that these images and recordings may be duplicated, distributed with or without charge, and/or altered in any form or manner without future or further compensation, permission, or liability, in perpetuity.

I have read and understood the above.

Signature: _____

Date: _____

Signature: _____
Parent/Guardian (if subject is under 18 years old)

Date: _____