

### **Job Description**

Time Commitment: December 2<sup>nd</sup>, minimum of 1 hour between 9 AM and 5 PM

Help us ring in the holiday season by assisting children ages 5-12 create a gift bag and pick out inexpensive gifts for their family and friends. Sign up for a minimum of one hour, or as many as you like. Volunteers will be welcome to participate in all activities and will receive a free lunch if they are present during lunch hours. The event is free to the public and volunteers are welcome and encouraged to bring family and friends.

The Biggs' staff is happy to verify any hours served for volunteer credit.

To participate, students must return the included three (3) forms to the Curator of Education, Reggie Lynch, no later than November 15<sup>th</sup>. Forms can be returned using any of the following:

Email: [rlynch@biggsmuseum.org](mailto:rlynch@biggsmuseum.org)

Address: The Biggs Museum of American Art

ATTN: Reggie Lynch

406 Federal Street

Dover, DE 19901

# Form 1

## High School Student Volunteer Agreement

As a volunteer at the Biggs Museum of American Art during the “Happy Holidays Dover!” event, I agree to the following:

1. I agree to arrive promptly on **Saturday, December 2<sup>nd</sup>** at the start of my first shift and can commit to the following hours (check all that apply):
  - ☐ 9-10 AM
  - ☐ 10-11 AM
  - ☐ 11 AM -12 PM
  - ☐ 12-1 PM
  - ☐ 1-2 PM
  - ☐ 2-3 PM
  - ☐ 3-4 PM
  - ☐ 4-5 PM
2. I understand that, though the event involves exchange of monies, I am under no obligation to assist in this capacity
3. My services are willingly donated to the Biggs Museum of American Art without contemplation of compensation or future employment
4. I realize I am never required to perform any services as a volunteer which I am uncomfortable doing or for which I have not been properly trained
5. I agree to contact the Curator of Education at the Biggs Museum if I will be late or absent for my shift as soon as I am aware of the lateness or absence
6. I shall be punctual and conscientious, conduct myself with dignity, courtesy and consideration of others
7. I understand that my appearance while on duty as a volunteer must be appropriate and that, due to the nature of this position, my clothes may get stained by art supplies
8. I understand that lunch will be provided to volunteers present during the lunch hour and agree to make the Curator of Education aware of any food allergies or restrictions prior to arrival at the museum
9. I shall attempt to resolve any problems with the program or position with the Curator of Education
10. I understand the Curator Education reserves the right to terminate my volunteer status as a result of:
  - a. failure to comply with this volunteer agreement
  - b. unsatisfactory attitude, work, or appearance unbecoming a member of the Biggs Museum’s High School Student Volunteer Program
  - c. any other circumstances which, in the judgment of the Curator of Education would make my continued service as a volunteer contrary to my best interests, as well as those of the visitors and the Biggs Museum

By signing below, I acknowledge that I have read and understand each of the above conditions.

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High School Volunteer Name (Print)

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High School Volunteer Name (Signature)

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Date

## Form 2

### Parent/Guardian Agreement

1. My child has permission to volunteer at the Biggs Museum of American Art during the museum's "Happy Holidays Dover!" event on **Saturday, December 2<sup>nd</sup>**
2. I assume full responsibility for my child's transportation to and from the Biggs Museum of American Art on this date
3. My child will be in compliance with the High School Student Volunteer Agreement, including the attendance and absences portion of the agreement

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Parent/Guardian Signature

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Date

## Form 3

### Emergency Contact Information

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High School Volunteer Name (Print)

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Emergency Contact Name (Print)

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Emergency Contact Phone Number

In the space below, please list any medical conditions the staff of the Biggs Museum of American Art should be aware of: