



110 Carter Ranch Road
P.O. Box 351
Thermopolis, WY 82443
Ph: 307-864-2997
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Volunteer Application

Name _____ Miss ___ Ms. ___ Mrs. ___ Mr. ___

Address _____
City State Zip

() _____ () _____ () _____
Home Work Cell E-mail

Date of birth _____ Best number/time to call _____
month / day / year

What made you decide to volunteer at The Wyoming Dinosaur Center?

EDUCATION

High School 1 2 3 4 School: _____ City/State _____
(Circle last year completed)

College 1 2 3 4 School: _____ Major _____
(Circle last year completed)

Graduate School 1 2 3 4 School: _____ Major _____
(Circle last year completed)

Other special courses: _____

EXPERIENCE

___ Employed ___ Retired ___ Unemployed ___ Self-Employed ___ Student ___ Other

Current employer _____

Position _____

Special training or skills _____

Volunteer experiences _____

Hobbies _____

Foreign language proficiency _____

Computer Skills _____

INFORMATION

Emergency contact _____
Name Cell Phone #

Reference (no relatives).

VOLUNTEER INTERESTS

Behind the scenes:

- _____ Program Support Team (Prepare materials for educational programs, special events and exhibits, and help with clerical needs of various museum departments)
- _____ Research, Collections, Prep Lab (Work with our curators in the museum and in special settings, sometimes doing special projects or helping with day-to-day tasks; must be 18 or older)

Guest Services:

- _____ Information Center Host (Greet guests, answer questions, provide directions, offer information about memberships, and give individualized service; must be 18 or over)
- _____ Museum Store Assistant (Assist with sales in museum gift shop; must be 14 or over)

Public Interaction:

- _____ Museum Host (Introduce guests to museum facility and what is offered)
- _____ Docents (Share your knowledge of the museum by providing guided tours, helping with special events).

ADDITIONAL INTERESTS:

Security Check

For security reasons, all staff members and volunteers must agree to a Limited Criminal History Check of their background. A Wyoming Criminal Background Check may be performed on all volunteers and staff as well. Please enter the following information and sign below to show that you agree to this requirement. Security checks are held in strictest confidence.

Full Name _____ Date of Birth ____/____/____

Maiden name, if applicable _____ Race _____ Sex _____

I am aware of the need and give permission for a security review of my records.

Signature _____ Date _____

Release

In consideration of the publicity benefits to me and of my involvement in The Wyoming Dinosaur Center, its nominees, agents and assigns and anyone publishing under its authority, is hereby granted unlimited permission to use, publish and republish reproductions of my likeness and voice, with or without use of my name. I hereby agree to hold The Wyoming Dinosaur Center harmless from any liability arising from the use of my likeness, voice or name in conjunction with this agreement.

Signature _____ Date _____

Service Agreement

This agreement is entered into between The Wyoming Dinosaur Center and the **Volunteer**, to govern volunteer service at The Wyoming Dinosaur Center.

(Printed Name)

The above named agrees as follows: I am a volunteer for The Wyoming Dinosaur Center and I am not being compensated. I understand that I will receive no payments or remuneration for my volunteer work and that I am exempt from the minimum wage and maximum hour working provisions of the Fair Labor Standards Acts. I further understand that if I am injured while volunteering for The Wyoming Dinosaur Center, my personal insurance, medicare, medicaid or other private policies I hold are my sole and exclusive remedy for any such injury. It is mutually agreed that the above named individual will assist and volunteer with The Wyoming Dinosaur Center during the period that will begin on or about

_____ -- _____ (fill in date that volunteer service begins).

Signature _____ Date _____

PLEASE RETURN THIS APPLICATION TO:

The Wyoming Dinosaur Center
Attn: Angie Guyon
P.O. Box 351
Thermopolis, Wyoming 82443
Ph: 307-864-2997

FOR OFFICE USE ONLY

Date rec'd _____ 1st contact _____ Orientation _____ Start date _____

Conduct Agreement for Volunteers

All volunteers for The Wyoming Dinosaur Center will be expected to:

Complete the required application paperwork and attend orientation and training sessions as needed.

Be appropriate. You are in a professional setting and are expected to treat your supervisor, coworkers, and visitors with professionalism, courtesy, and kindness. Please turn off your cell phone while volunteering, and avoid IPOD/MP3 player use during your volunteer shift. Remember, you are a role model for the young people with whom you are working. Always exhibit acceptable behavior and maintain appropriate boundaries while volunteering.

Be prompt and dependable. Although you are volunteering your time, you are participating as a reliable, trustworthy, and contributing member of a team. If possible, please call **at least** one day in advance to let staff know you will not be there at your scheduled time. In many cases, you will be the only volunteer available for that shift, so early notification is crucial to our efforts to replace you.

Sign in and out upon arrival and departure. Store personal items in the lockers and hang coats and jackets.

Bring a smile and your willingness to work.

Be honest in your approach and attitude.

Be patient when working with children and adults. They may be having difficulties of which you are not aware. Your patience will work wonders.

Be flexible in responding to the needs of the guests and staff. The level or intensity of activity at the Museum is not always predictable. Your flexibility to changing situations can assist the programs to run smoothly, and will produce positive outcomes for everyone involved.

Be confidential. If you are having a problem, refrain from sharing it with visitors or within their hearing. Speak with your activity supervisor discreetly. Be cautious of sharing privileged information with visitors, guests, and co-workers.

Be a positive role model in attitude, behavior, and language. Let your conversations demonstrate respect for others, and avoid language that may be perceived as discriminatory, sexist, or offensive. Avoid casual conversation and joking with guests that might be construed as overly-friendly. Conversations should be professional, and relate to museum-specific topics.

Notify a staff member at any time you experience an emergency, or witness a problem with a guest. Staff is trained to deal with a variety of issues, and can activate any necessary emergency protocols.

Communicate. Ask questions, share ideas, get to know the staff, and other volunteers. Don't hesitate to call, leave a note, or ask for a meeting with staff to discuss any problems or concerns that may arise. Every problem can be solved with respect and honest communication.

Follow "safe touch" suggestions. Volunteers should not initiate touching a child (hand-holding, hugs, lap-sitting), but may respond to a child's initiation of appropriate touch.

Be respectful of children and adults' diversity of culture, religion, and background. Don't assume someone celebrates the same holidays (Christmas, Easter, Halloween, or even their birthday). Also don't assume the make-up of anyone's "family" (size, race, or gender).

Gifts for children are never appropriate. Please do not pass out candy, food, money, or small gift items.

Dress in a professional manner. The dress code is casual. You may wear a museum-issued shirt, if available. Flip flops, crop tops, sweats and t-shirts with printing are not acceptable clothing items. By signing below, you are indicating that you have read and understand this document, and will abide by the expectations outlined above.

Social Media Policy

How to Tag in Facebook

- When typing a post and referring to a person or organization, feel free to “tag” them.
- Before you start typing the person/organization’s name, type the “@” sign and then the name immediately following with no space. You should get a list of your connections and organizations. Just click on one to choose it. That’s it!

How to Talk Twitter

Here is a glossary of terms and commands where you will find that most terms used on Twitter.

- D** twitusername: direct message (not public, goes right to the Tweeter in question)
- @**twitusername: public reply
- Follow** twitusername: start following someone
- Leave** twitusername: stop following someone
- On**: turns your notifications on (on your phone or however you are receiving tweets)
- Off**: turns notifications off
- Help**: accesses the other commands as you may need them
- For more Twitter lingo, go to <http://twitter.com/help/lingo>

Things to Keep in Mind

- You are posting/tweeting as a member of The Wyoming Dinosaur Center.
- If you maintain a personal Twitter account, be clear in your updates that you are not an *official* spokesperson for the museum or the sites. You can mention in your Twitter bio that you are a volunteer for WDC.
- Tweets and Facebook posts are a published piece of content accessible to anyone with an Internet connection. Your posts are viewable to anyone, anywhere, at any time.
- Be brief. Be casual. Even be funny. Just remember, you are the voice of The Wyoming Dinosaur Center.
- Feel free to plug an upcoming event or exhibition at the museum with which you are involved. Provide links when appropriate.
- We encourage you to offer your ideas for posts and tweets. Feel free to post or tweet as often as you like. The more active the museum is, the more interesting and fresh it will be for our followers.
- If you encounter someone with a complaint, please direct that person to the Executive Director.

Facebook and Tweeting no-no’s!

- Do not post anything that is unlawful, abusive, defamatory, invasive of another's privacy, or obscene to a reasonable person. If you think it might embarrass your mother if it was plastered all over the Internet, then don’t do it! If you are not sure, please ask first. Use your common sense.
- Do not speculate on unofficial museum issues.
- Do not promote personal or non-WDC projects unless they directly involve the museum.
- Do not make announcements related to unconfirmed exhibitions, programming or projects. Please contact the Executive Director if you have any doubts.
- Do not discuss the value of objects in the collection, donor information, museum security procedures, issues related to the building that could affect its security or the safety of patrons, details about shipments of artifacts and exhibits, damage or incident reports that could have a negative impact on the museum and/or its patrons. Again, use common sense. And if you are not sure, ask!

Comments and Feedback

If a follower leaves asks a question or makes a comment that requires your response, please do so. Interact with the visitor. Thank them, provide more information, answer a question in the comment field and importantly, as a member of The Wyoming Dinosaur Center, be respectful of them. Remember, you are giving our followers a museum experience even though they are not at the museum.

Final Advice

Although individual posts and tweets can be removed from our social media accounts, please use your best judgment when posting an update. Posting to Facebook and tweeting is easy. Maybe too easy. Double check your entries for tone, appropriateness and accuracy before clicking the update button.

The Wyoming Dinosaur Center recognizes the need to have a policy that ensures The Wyoming Dinosaur Center's employees and volunteers who use social media have guidance as to this organization's standards. Social media is defined as, but is not limited to, creating, participating in, and otherwise using personal blogs, discussion forums, video and file sharing sites (such as YouTube), instant messaging, Wiki pages, and networking sites, such as Facebook, Twitter, and Pinterest. WDC encourages the use of social media from a perspective that creates positive press for the agency. All WDC volunteers, whether at work or not, have certain responsibilities to WDC, our members, supporters, employees, volunteers and vendors. You represent WDC at all times. The same principles and standards that apply to an employee's activities in general, as reflected in the Wyoming Dinosaur Center Employee Handbook, also apply to you in the social world. Each WDC staff member is personally responsible for the content he or she publishes on any form of social media.

Purpose: To provide WDC staff with guidelines to help you live the social values and represent the Wyoming Dinosaur Center professionally.

Scope: This policy applies to all WDC full and part time employees, interns, intermittents, volunteers, docents, vendor contract workers, and other agents of WDC.

Statement of Policy:

- 1.** Do not disclose any information that is confidential or proprietary to the museum or to any third party that has disclosed information to the WDC.
- 2.** If an employee comments on any WDC event or policy issue, the employee should prominently identify himself/herself as an employee of WDC. The employee should also make clear that your blogs or other social media postings represent your own views and opinions, not those of state officials or the WDC. Act responsibly. You are personally responsible for any WDC related content you publish or post, whether on your personal or our official social media site, because it all reflects on the Corporation.
- 3.** Respect the copyright, trademark, and other intellectual property rights of others. Do not post copyrighted materials or trademarks without appropriate written authorization.
- 4.** Photographs and videos of WDC exhibitions and events which visitors are allowed to photograph and film may be posted for non-commercial personal use only.
- 5.** WDC has the right to monitor corporation-sponsored blogs and reserves the right to remove a corporation-sponsored blog at any time. If you have a blog created as part of your employment, the blog is owned by WDC. Failure to comply with this policy and guidelines can result in loss of media privileges and responsibilities, and further disciplinary action, up to and including termination.
- 6.** Familiarize yourself with our Blog, Facebook & Twitter Guidelines.

7. Do not use social media to communicate with your supervisor, manager, or colleagues about work related issues or concerns. These matters need to be addressed professionally via internal communication.

8. Unless you are approved as a contributor to social media, please refrain from using social media during work hours.

ACKNOWLEDGEMENT OF STANDARDIZED POLICY

By my signature below, I acknowledge and agree that I am responsible for reading and complying with the Wyoming Dinosaur Center Social Media Policy. I further acknowledge that my failure to adhere to this policy may result in dismissal from the volunteer/intern program.

Printed Name of Employee/Volunteer/Intern: _____

Date: _____

Signature of Employee/Volunteer/Intern: _____

Date: _____