

BOOTH MUSEUM

TEENAGER VOLUNTEER APPLICATION

Thank you for your interest in becoming a volunteer at the Booth Museum. Our volunteers are an important part of our organization. Please take a few moments to fill out the application and submit it to:

Tiffany Hughes, Volunteer Manager
P.O. Box 3070
Cartersville, GA 30120
Email: TiffanyH@boothmuseum.org

PLEASE PRINT:

NAME: _____ T-SHIRT SIZE _____ .

ADDRESS: _____ CITY/STATE/ZIP: _____ .

HOME PHONE: _____ CELL PHONE: _____ .:

EMAIL: _____ PARENT'S EMAIL: _____ .

PARENT/GUARDIAN NAME: _____ .

AGE: _____ CURRENT GRADE: _____ SCHOOL: _____ .

Previous Volunteer Experience (list organization, years and duties)

Please write a paragraph explaining why you're interested in volunteering at the Booth Museum:

Agreement of Rules and Dress Code

The following dress code applies whenever you are working at the Booth Museum or the Booth Art Academy (unless otherwise directed by the Volunteer Manager or Art Academy Manager).

Students may wear any of the following;

Jeans
Khaki pants
Capris that reach below the knee
Tops without graphic designs
Polo shirt
Booth Volunteer t-shirt
Booth t-shirt

Not allowed:

- Pants with holes, tears or rips
- Stretch pants/leggings
- Sweatpants or sweatshirts
- T-shirts with graphic designs
- Crop tops
- Shorts
- Absolutely NO flip-flops!

When I commit to working at the Booth Museum or the Booth Art Academy, I will do my best to honor that commitment. If something comes up that may prevent me from fulfilling my commitment, I will immediately notify the Volunteer Manager.

I understand that smartphone use is not allowed when I am working and guests are present. I also understand that I am not allowed to wear anything in my ears (headphones, ear buds, earpods, etc) while working.

I will try my best to make the experience fun and interesting for all museum guests and Art Academy students. I will smile and greet each guest with enthusiasm every time I volunteer. If I do not know the answer to a question, I will strive to find the answer.

I also certify that by signing this document, I am agreeing to conduct myself in a professional and mature manner at all times when working at the Museum and Art Academy. I am agreeing to the rules and dress code that I have read. Failure to adhere to these rules and dress code could result in termination of my volunteer status. I understand that as a Teenage Volunteer, I will be viewed as a representative of the Museum and Art Academy and I will conduct myself accordingly at all times.

Print your name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

BENEFITS of BEING A TEENAGED VOLUNTEER

- Volunteer hours help boost college applications, scholarship applications and resumes.
- The Volunteer Manager is a good reference for applications and resumes.
- Free admission for you and your family/close friends to the Booth Western Art Museum.
- Free admission to Tellus Science Museum and the Bartow History Museum.
- You will have the opportunity to gain new skills, meet new people, and improve your knowledge of art and history.
- Access to lectures, gallery walks and a variety of training.
- 10% discount in both the Booth Store and Café.
- Being recognized at the Volunteer Awards Banquet for your volunteer contributions.

I have read the above statements and the accompanying Substance Abuse Policy. I agree to adhere to the codes and policies addressed in this application. I understand that failure to do so could result in termination of my volunteer service to the organization.

Signature: _____

Date: _____

Important Information

The Booth Western Art Museum adheres to certain policies and dress codes. Among them: Use of tobacco products is **PROHIBITED** on/in all company-related properties and vehicles. The dress code for all facilities is business casual (jeans with no rips are ok).

For male volunteers/employees: earrings and untrimmed facial hair are specifically prohibited.

For all: Carefully read the **Substance Abuse Policy** that accompanies this application.

Georgia Museums, Inc.

Substance Abuse Policy

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. The companies are committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees' job security.

To address this problem, our companies have developed a policy of regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all employees. It reads: The illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining this policy, we have implemented pre-employment and active employee drug testing. This policy is designed with two basic objectives in mind: (1) employees deserve a work environment that is free from the effects of illegal drug use or alcohol abuse and the problems associated with such, and (2) the companies have a responsibility to maintain a healthy and safe workplace.

To assist us in providing a safe and healthy workplace, we maintain a resource file of information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the Payroll/Benefits office. In addition, we will distribute this information to employees for their confidential use.

An employee whose conduct violates this Substance Abuse Policy will be disciplined up to and including termination.