

National Multicultural Western Heritage Museum

Volunteer & Docent Program

LETTER OF COMMITMENT

As a volunteer with the National Multicultural Western Heritage Museum (NMWHM), I understand the following to be the guidelines both for my own growth and development as an individual volunteer as well as for the growth and development of the organization:

1. I understand that all work performed on my behalf is provided to the NMWHM voluntarily and no financial compensation will be granted for such work.
2. I will arrive 10 to 15 minutes prior to my scheduled volunteer shift so that I can be in place at the beginning of my shift.
3. If I know in advance that I am not able to show up for my scheduled volunteer shift, I will contact the museum staff office at (817) 534-8801 or business office at (817) 922-9999 with as much advance notice as possible.
4. I will sign-in on the volunteer log-in sheet upon my arrival to volunteer at the museum and/or museum-sponsored event before beginning my volunteer shift.
5. I will make sure that my attire is in agreement with the volunteer dress code for NMWHM.
6. I will wear my volunteer name tag whenever volunteering at the museum and/or at a museum-sponsored event.
7. I will return my volunteer name tag at the end of my volunteer shift before leaving the museum and/or museum-sponsored event.
8. When volunteering at the museum, I will treat all museum guests just as I would like to be treated and make them feel welcome at the museum.
9. When volunteering at the museum and/or at a museum-sponsored event, I will use speech and manners of refinement.
10. When volunteering at the museum and/or at a museum-sponsored event, I will be poised and professional at all times.
11. I will not drink alcoholic beverages (if provided during a museum-sponsored event) while serving as a volunteer for NMWHM.
12. For catered events held at the museum and/or at museum-sponsored events held off-site, I will partake of catered food only after receiving approval from a museum staff member.
13. I will complete and sign a volunteer application and criminal background form before becoming an official volunteer at NMWHM.
14. I will commit to volunteering with the NMWHM for _____ (length of time, i.e. 1 day/special event, 30 hours, 6 months, 1 year, a lifetime)

I have read the above guidelines and agree to abide by them.

Applicant Signature: _____ Date: _____