



Top of Highway 2001

Alamogordo, NM 88310

Phone: (575)-437-2840

www.nmspacemuseum.org

JUNIOR VOLUNTEER APPLICATION FORM – Ages 12 to 18 (if younger, please call Sue Taylor, Staff Volunteer Coordinator, 575-437-2840, Ext. 41128 or email at sue.taylor@state.nm.us

Date: _____

Please print

First Name _____ Last Name _____

Address _____ City/State/Zip _____

Home Phone: ____ - ____ - _____ Parents Work Phone: ____ - ____ - _____ Parents Cell Phone: ____ - ____ - _____

Parents Email: _____

PERSONAL INFORMATION

1. Age _____
2. Are you able to perform the essential functions of this position with or without reasonable accommodations? _____
3. What is / are the reason(s) you want to volunteer for the NM Museum of Space History? _____
4. **EDUCATION** (Highest Level Completed)

Name of school _____

Teacher's name _____

Will you be receiving extra credit for your volunteer hours? Yes _____ No _____

Is this for Community Service? Yes _____ No _____

What part of Space History are you interested in?

List Previous Volunteer Experience _____

VOLUNTEER AVAILABILITY: (Circle All Applicable)

Number of Days per Week: 1 2 3 4 5 6 7

Monday Tuesday Wednesday Thursday Friday Saturday Sunday No Preference

IN AN EMERGENCY, NOTIFY:

First Name _____ Last Name _____

Address _____ City/State/Zip _____

Telephone _____

VOLUNTEER / INTERN AGREEMENT

The New Mexico Museum of Space History Agrees to:

- Provide a supervisor responsible for the volunteer and/or intern.
- Provide safe working conditions and space needed to perform necessary job duties.
- Review and evaluate volunteer performance on a regular basis.
- Recognize that the volunteers and/or intern's relationship with staff members requires mutual respect, understanding and confidence.
- Recognize the personal contributions of each individual volunteer and/or intern.
- Recognize the important role that volunteers and/or interns play in our positive and productive atmosphere.
- Provide guidance, support, training and supervision.
- Provide access to available equipment as necessary to complete the job assignment.

The Volunteer / Intern Agrees to:

- Review and abide by all application processes, policies and procedures.
- Maintain and uphold the Mission and Philosophy of the NM Museum of Space History.
- Maintain confidentiality. Respect the confidential nature of museum Curation and records.
- Recognize that the relationship with staff members requires mutual respect, understanding and confidence.
- Understand that every task performed in the museum by volunteers is important to the support, survival and success of the museum and to the education of the public.
- Accept guidance, support and supervision by one's supervisor.
- Actively participate as a team player.
- Carry out duties responsibly, reliably and promptly.
- Maintain a record of volunteer hours and ensure that information is given to the Administrative Assistant, Education & Marketing, by the due date.
- Raise any matters of concern with assigned supervisor
- Advise (in writing) his/her supervisor at least two weeks in advance of any planned leave of absence or resignation.
- Accept the NM Museum of Space History's right to counsel or possibly dismiss the volunteer and/or intern from the program due to poor attendance, poor performance of duties or violation of this agreement.
- Agrees that the NM Museum of Space History and the International Space Hall of Fame Foundation reserve the sole copyright on all materials developed by staff and/or volunteers working on museum and related projects. Neither staff nor volunteers may "compete" with the NM Museum of Space History and the International Space Hall of Fame Foundation on research, publication, collections or commercial projects.

TERMS OF CONTRACT:

I understand that by signing this contract I am consenting to be trained, supervised and reviewed by the staff of the NM Museum of Space History. As a volunteer and/or intern, I will assume the responsibilities as discussed by my supervisor including attending necessary meetings and functions. I will attend an orientation meeting and agree to the conditions outlined in the Volunteer Agreement.

Signature of Volunteer/Intern: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

(If applicant is under 18 years of age.)