

---

# Sample Volunteer Contract

As a volunteer, you are an important member of our staff and act as a representative of our organization to the community at large. For a better understanding of what you can expect as a volunteer and what is expected of you by our organization, we ask you to read and **sign** the following Volunteer Contract.

## The organization will provide for you:

- Beneficial and life-enriching experiences.
- Comprehensive orientation and general training sessions plus any specialized training for specific jobs, such as docents and interpreters.
- Opportunities for professional development and social interaction with other volunteers.
- An opportunity to learn about History, Anthropology, Paleontology, and many other fields as well as a chance to learn how museums operate behind the scenes.
- To provide a specific job description detailing duties and responsibilities.

## The organization asks that you:

- Work an agreed number of hours on a scheduled basis that is acceptable to both you and the organization.
- Choose an assignment within your abilities, interests, and time.
- Attend a scheduled orientation, training classes, and tour of the organization.
- Notify the organization beforehand if you will be absent or if you have arranged a substitute.
- Conduct yourself in an appropriate and ethical manner at all times when dealing with visitors' board members and staff.
- Have fun and agree to ask questions if needed. Remember we are here for you!

By my signature I declare that I have read, understand, and agree with all parts of the Volunteer Contract and will strive to fulfill all parts therein.

---

Volunteer Signature

Date