

BESSER MUSEUM VOLUNTEER APPLICATION

491 Johnson Street, Alpena, MI 49707 989-356-2202 www.bessermuseum.org

Name: _____ Date of birth: _____

Address: _____ City / zip: _____

Phone: _____ Work / Alt. Phone: _____

Best days / times to contact you: _____

Email Address: _____

Museum member: Yes No

Emergency Contact: (must be completed)

Name of person to contact in case of emergency: _____

Phone: _____ Relationship to you: _____

References:

Please list three (2) professional references (employers, teachers, etc.).

Name	Relationship to you	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

What Are Your Interests? My interest is in Art Science History.

I would like to help with:

- | | | |
|---|--|--|
| <input type="checkbox"/> Building/ Grounds care | <input type="checkbox"/> Cataloging / Data entry | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Research / Writing | <input type="checkbox"/> Log Cabin Day |
| <input type="checkbox"/> Garden Club | <input type="checkbox"/> Exhibit preparation | <input type="checkbox"/> Fall Harvest Festival |
| <input type="checkbox"/> Planetarium assistant | <input type="checkbox"/> Assist with school groups | <input type="checkbox"/> Receptions |
| <input type="checkbox"/> Season of Light Decorating | | |

Signature

Date

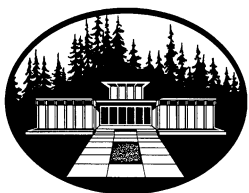
Signature of legal guardian if applicant is under 18 years of age

Date

I certify that the above information is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of information on this form or relating to my volunteer application may result in my denial of volunteer work or my immediate dismissal. I hereby authorize the company or its agents to confirm all statements contained in this application to the extent permitted by federal, state, or local law. I release all parties from any liability arising out of his provision and the use of such information.

Please note!

All volunteers must be willing to undergo a background check in accordance with local law and regulations.



BESSER
MUSEUM
for Northeast Michigan
ART • HISTORY • SCIENCE

VOLUNTEER RELEASE FORM

I have offered my services to the Besser Museum for Northeast Michigan as a volunteer. I agree to abide by all relevant Board policies and administrative guidelines while on duty for the Museum. I understand that, although I am covered under the Museum’s liability insurance policy, I am not covered by its health insurance policy nor am I eligible for worker’s compensation. Should I become ill or suffer an accident while doing volunteer work for the Museum, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the Museum or entitled to any benefits provided to employees. I further release the Board of Trustees from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

As a prospective volunteer for the Besser Museum I understand that it is this agency’s policy to secure conviction criminal history information as part of their pre-service screening process using the information below. By signing below, I maintain that I have not committed any felonies or crimes against children.

Name: _____
Last First Middle

Maiden name/names previously used: _____

Birthdate: _____ Race: _____ Gender: _____

I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Besser Museum for Northeast Michigan to utilize the above information to conduct an iChat* (or similar background check) for the sole purpose of obtaining a conviction only criminal file search.

My signature also indicates that I have reviewed the Confidentiality Agreement on the reverse side of this document.

Volunteer Signature Date

*The Internet Criminal History Access Tool (iChat) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. Suppressed records and warrant information are not available through iChat.

BESSER MUSEUM CONFIDENTIALITY AGREEMENT

As a volunteer with the Besser Museum, you may observe, hear, obtain, discover, or otherwise have access to, information (written, oral, electronic, graphic, drawings, charts, photographs, or other data compilation) that is considered confidential and/or proprietary by Besser Museum (“information”). Information is protected by Besser Museum by unauthorized use and disclosure. Information includes, but is not limited to, operational information and data; budget and financial information ; information regarding trustees, donors, administrators, faculty , and other employees; compilations of data; strategic plans; financial information, and proposed agreements. Information may or may not bear special markings that denote its confidential nature. It is important for Besser Museum, and for the person and entities with whom it has contact, that the information be maintained in confidence and only be disclosed at the direction of Besser Museum authorized personnel.

You agree that you will keep information of Besser Museum confidential. You agree that unless otherwise directed by Besser Museum, during and after you conclude your volunteer service you will not (a) take, retain or use information for your own benefit; (b) disclose or public information to any other entity or unauthorized person, including without limitation any newspaper, book or media source; (c) delete, encrypt, password protect or retain electronic files containing information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes Besser Museum’s ability to have full access to an use of its information. In addition, upon conclusion of your volunteer service with Besser Museum, you agree to return to Besser Museum all information and otherwise fully cooperate with and assist Besser Museum in ensuring Besser Museum’s ability to have full access to and use of its information or materials. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on Besser Museum’s information and material.

The confidentiality provisions of this Agreement shall survive beyond your volunteer relationship with Besser Museum and shall survive for so long as of time as the information is maintained by Besser Museum as confidential.

You have no obligation to maintain as confidential any information that is or becomes entirely in the public domain or is known to you prior to disclosure by Besser Museum as evidenced by written, dated records in your possession, or is received lawfully by you without the breach of any obligation of confidentiality owed to Besser Museum. The fact that discrete elements of Besser Museum’s confidential information may be in the public domain does not, by itself, remove from the protections of this Agreement any information combining such discrete elements with other information or technology.

You acknowledge that you have had the opportunity to review this Agreement.



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