

YOUTH VOLUNTEER CONSENT FORM

Dear parent or guardian,

Your child or youth has expressed interest in volunteering with the Maple Ridge Historical Society to gain experience in museum work, while helping us provide an invaluable service to our community. Upon receiving their expression of interest, we have started a dialogue with them regarding the different volunteer opportunities at the museum including duties, days/hours of shifts, and what they hope to gain from their experience with us. We would be delighted to welcome them onto our team and train them to support our programs, events, and/or research initiatives!

In order for your child/youth to begin their volunteer journey with us, we need your consent. Please read and sign the parental consent form on page 2 of this letter and have the participant return it to us on or before their first volunteer shift. If you have any questions or concerns regarding the commitment or type of work they will be doing, please do not hesitate to contact us. Please call or email Shannon Macelli (Museum Community Engagement Coordinator) at 604.463.5311 or mrmeventplanner@gmail.com.

For your information, here are some details about the volunteer opportunities at the Maple Ridge Museum:

- Programs & Events:
 - o Assisting with logistical support at special events (set up / take down / customer service);
 - o Sharing museum information and historical facts with the public at outreach events;
 - o Working with a staff and volunteer team to consult on future program development for both community initiatives and educational programs.
- Archives & Research:
 - o Working with our archives manager to research, scan, index, copy, and transcribe historical records.
- Collections:
 - o Working with our museum curator to photograph, document, research, and organize historical objects (artifacts) within our collection.
- Visitor Services:
 - o During museum opening hours, these volunteers will be greeting the public, offering visitor services information, and leading museum tours.

All training is provided and volunteers will not have any out of pocket expenses. Furthermore, all volunteer shifts are scheduled around the availability of the applicant and volunteers will never be working alone.

Volunteer responsibilities:

- Attend all training sessions that may be required;
- Maintain safety protocols at all times (including and especially covid-related measures, such as continuing to wear a mask when interacting with the public and frequently washing or sanitizing hands);
- Arrive on time for all volunteer shifts and commit to the time scheduled in advance;
- Promptly inform the staff supervisor if any shift will be missed due to illness or personal conflict;
- Be respectful and courteous at all times. Maintain patience when possibly dealing with difficult customers!
- Always be a team player. Show enthusiasm, creativity, and courage when handling new tasks or situations. Never be afraid to ask for help either.
- Ensure that transportation to the museum (or off site program/event location) is arranged in advance. The Historical Society will not reimburse for transportation or parking costs for volunteers.

Please complete and return this page.

Volunteer name: _____

Volunteer birthdate: _____

Volunteer's preferred pronouns: _____

Volunteer home address: _____

Volunteer email: _____

Volunteer phone: _____

Parent / Guardian contact:

****please list the contact(s) who can be reached in case of emergency during a volunteer shift****

Name: _____

Ph. #: _____

Email: _____

Parent / Guardian consent (if volunteer is 18 years old or younger):

*I / We understand that my child named above wishes to be involved with the Maple Ridge Historical Society in a volunteer role.
I / We hereby give them permission to serve in that capacity. I / We understand that they will be provided with all necessary training, orientation, and supplies for the reasonable performance of their duties in the volunteer role that they are assigned.
I / We understand that they may be required to provide certain work clothing or personal tools (outdoor clothes, work gloves, etc.) depending on the requirement of the role that they will fulfil. I understand that the Maple Ridge Historical Society will not be offering my child any monetary compensation for their volunteer work.*

Parent/Guardian 1 (PRINT NAME)
Parent/Guardian 1 (signature)
Parent/Guardian 2 (PRINT NAME) *if applicable
Parent/Guardian 2 (signature) *if applicable

I / We also certify that as parent(s) or guardian(s) with legal responsibility for this participant, do consent and agree to the use of any photographs taken with my child engaged in volunteer activities for the use of the Historical Society and Museum in online and print marketing of future events and programs.

Parent/Guardian 1 (PRINT NAME)
Parent/Guardian 1 (signature)
Parent/Guardian 2 (PRINT NAME) *if applicable
Parent/Guardian 2 (signature) *if applicable