

VOLUNTEER APPLICATION

OMA USE ONLY

Intern O
Department _____
Supervisor _____
Start Date _____
End Date _____

[Updated February 2017]

Name: Last _____ First _____ M.I. _____

Preferred Salutation Miss / Ms / Mrs / Mr / Dr / None / Other _____

Nickname _____ Male Female

OPTIONAL:

Date of Birth ____/____/____ Age Category: under 18 18-64 65+

Ethnicity: Are you Hispanic/Latino? Yes No

Race (select one): Black/African American White Asian
American Indian/Alaskan Native Native Hawaiian/Pacific Islander
Other _____

Address _____

City _____ Zip Code _____

Phone (H) _____ (C) _____

Volunteer opportunities are typically e-mailed. May we e-mail you? _____

E-mail address _____

Are you a member of the Orlando Museum of Art? Yes No

Current Occupation or School if student _____

Volunteer History _____

Why do you want to volunteer? _____

What are your special strengths, talents or abilities? _____

Are you bilingual? _____

Specify days and times you prefer to volunteer: _____

PLEASE CHECK TYPE OF VOLUNTEER WORK YOU ARE INTERESTED IN:

SPECIAL EVENTS

- Associates * 1st Thursdays
- Festival of Trees (November 11 – 19, 2017)
- Reception Check In/Greeters

DEVELOPMENT/MARKETING

- “Bulk Mailings” Team Social Media Marketing
- Office Support

EDUCATION

- Office Support
- School Tour Captain
- Creativity Workshop Studio Assistant (Spring and Summer 2016)
- Youth & Family Special Events

*** Museum and Associates membership required for Associates**

MUSEUM SHOP

- Customer Service Associate

INTERN

[Department] _____

In case of emergency, notify:

Name _____ **Phone** _____

Relationship _____

Volunteer Signature _____ **Date** _____

ALL APPLICANTS UNDER THE AGE OF 18* MUST COMPLETE THE INFORMATION BELOW AND INCLUDE PARENT OR LEGAL GUARDIAN’S SIGNATURE.

* minimum age to volunteer is 16

Parent/Guardian Name(s) _____

Address _____

Phone (H) _____ **(W)** _____

My child, _____, has my permission to participate as an Orlando Museum of Art volunteer. I hold harmless and agree not to hold Orlando Museum of Art responsible for any accident or illness involving my child. The agreement shall be construed and regulated under and by the laws of the State of Florida.

Signature _____ **Date** _____

Accredited by the American Alliance of Museums, the Orlando Museum of Art is a Blue Star Museum supported by the Museum's Board of Trustees, the Ambassadors, Council of 101, Friends of American Art, Acquisition Trust, earned income, contributions from individuals, corporations and foundations, and is funded in part by Orange County Government through the Arts & Cultural Affairs Program, sponsored in part by the State of Florida, Department of State, Division of Cultural Affairs and the Florida Council on Arts and Culture, and is supported by United Arts of Central Florida, host of power2give.org/centralflorida and the collaborative Campaign for the Arts. Additional support is provided by the National Endowment for the Arts, which believes that a great nation deserves great art.

VOLUNTEER CODE OF ETHICS

General Responsibility

Orlando Museum of Art's volunteers serve the public interest as that interest relates to the OMA. Volunteers consider themselves accountable to the public as well as to the OMA. Each volunteer understands and respects the documents that establish and govern the OMA and acknowledge that his/her own time and attention must be devoted to the affairs of the OMA in order to properly discharge responsibilities to the public and to the OMA. Access to the OMA and its operations is a privilege. The lack of material compensation for efforts on behalf of the OMA in no way frees the volunteer from adherence to the standards that apply to OMA staff. The volunteer must not work for personal gain, other than fulfillment of school or other required volunteer participation; but, instead must work for the gratification and enrichment inherent in OMA participation. Should the performance or behavior of a volunteer in any fashion be deemed unacceptable, it is the prerogative of the OMA to request that the volunteer relinquish his/her volunteer status. A volunteer must hold all matters of program function and administration confidential. Volunteers who have access to the OMA's collections, research, staff activities or associated information must respect the confidentiality of their assignments, as well as the significance and integrity of the collections.

Conflict of Interest

Although the OMA may accord special privileges, volunteers shall not accept gifts, favors, loans, other dispensation, or things of value that are offered to them from other parties in connection with carrying out volunteer assignments for the OMA, unless presented by the OMA.

Volunteers should not compete with the OMA for art objects, take personal advantage of information available because of his/her volunteer status or acquire objects from the OMA unless items are offered in the public marketplace.

Volunteers should not use the OMA's property for anything other than use that is authorized by the OMA. Volunteers may not use the OMA's mailing equipment or supplies for personal use.

Volunteers may not remove an article from the OMA's permanent collection for use in a private manner in his/her home or elsewhere for personal enjoyment, decoration or prestige, etc.

Volunteers may not represent the OMA as taking a side or position with respect to an issue or cause unless the OMA's Board of Trustees has previously adopted that position.

Should a conflict develop between the needs and desires of the volunteer and those of the OMA, the OMA will prevail.

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VOLUNTEER AGREEMENT

A Volunteer Agrees To:

- Consider volunteer work a serious professional commitment and view the position as valid and important.
- Represent the OMA in an appropriate and responsible manner at all times.
- Be aware of and abide by the OMA's Volunteer Code of Ethics.
- Attend orientation and training sessions as scheduled and undertake continuing education when provided to maintain and enhance competence in assigned tasks.
- Act as a member of the OMA team when working with other volunteers and the OMA staff.
- Follow the position description and accept supervision.
- Be prompt and reliable in reporting for work and follow through on all commitments.
- Notify the appropriate staff member or the Volunteer Department as soon as possible if unable to work scheduled shift(s) due to illness or an unexpected reason 407 896 4231 x260.
- Be consistent about signing in and out to maintain accurate hours.
- Dress in an appropriate manner for the position assigned.
- Communicate with the Volunteer Department or appropriate OMA staff to resolve any problems.
- Support the OMA by maintaining a membership in the OMA.
- Immediately report all injuries or illnesses, no matter how minor, to your supervisor. In case of injury or seizure, call Security. Do not move the patient, but clear the area of spectators and materials that may injure the patient. In all situations, avoid contact with blood, vomit and body fluids.
- Hold harmless and agrees not to hold Orlando Museum of Art responsible for any accident or illness.
- Provide the Volunteer Department with adequate notice before terminating his/her position.

I, _____ (print), have read and will abide by the Orlando Museum of Art's Volunteering Code of Ethics. The agreement shall be construed and regulated under and by the laws of the State of Florida.

Sign _____ Date _____

THANK YOU FOR VOLUNTEERING AT THE ORLANDO MUSEUM OF ART!

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