



# VOLUNTEER APPLICATION

Name: \_\_\_\_\_

Are you over 18?  Yes  No If No, Date of Birth: \_\_\_\_\_

Phone Number :

-    -

Email address :

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Employer/School & Grade: \_\_\_\_\_

Have you ever volunteered with us before? If yes, when?: \_\_\_\_\_

Days Available:  Tue  Wed  Thu  Fri  Sat  Sun Time Available:  AM  PM

Are you volunteering to gain mandatory service hours? If yes, for what reason and from whom?

How many hours do you need to complete? \_\_\_\_\_ Do you have reliable transportation?  Yes  No

Emergency Contact, phone number & relationship? \_\_\_\_\_

Why do you want to volunteer at the CMA?

Please read and sign below: I understand that completing this application does not guarantee placement into the volunteer program. All applications will be reviewed by the Museum Administration, and select applicants will be contacted for a brief interview. All volunteers must be at least 13 years old, and those over the age of 18 will undergo a background check.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please see the following pages for next steps. Send completed application to the Children's Museum of Acadiana: 201 East Congress, Lafayette, LA 70501 or email to Jackie Armentor ,Reservation Specialist, [reservations@cmalaf.org](mailto:reservations@cmalaf.org)



## **BACKGROUND CHECK**

Dear Applicant,

If you are 18 years of age or older, the Children's Museum of Acadiana asks that you conduct a background search. This includes a search for any arrests or convictions. You must report the results of such a search to the Children's Museum of Acadiana to begin the volunteer process.

The Records Department of the Lafayette Parish Sheriff's Office, located at 303 W. Vermillion Street in Lafayette is open Monday through Thursday between the hours of 7:30am -12:00pm and 1:00pm to 4:45pm. Friday hours will be from 8:00am to 11:45am. The background check fee is \$25.00 and you must have your ID present.

Once your application and background results are turned into the Children's Museum of Acadiana, a museum representative will contact you. If you are experiencing any problems, please call the museum at 337-232-8500.



## YOUTH PERMISSION FORM

I give my permission for \_\_\_\_\_ to volunteer at the Children's Museum of Acadiana. I understand that they are to participate in an orientation/training program prior to beginning volunteer service at the museum. \_\_\_\_\_ will work out a schedule of volunteer hours with the Reservations Specialist and will be expected to comply with the "Volunteer Manual" and to be faithful in honoring his/her volunteer commitment. I also understand that, should they fail to comply with the Manual or fail to keep a commitment without giving the museum adequate advance notice can lead to dismissal from the CMA Volunteer Program.

I also give or not give (circle one) \_\_\_\_\_ permission to leave the CMA's grounds during scheduled work hours.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_



## VOLUNTEER POLICY GUIDE

Thank you so much for your interest in volunteering at the Children's Museum of Acadiana. While volunteering here, we expect all volunteers to follow our dress code and guidelines that are expressed below.

### Dress Code

The CMA implements a casual dress code. Examples of casual dress include:  
Properly fitting jeans, free of holes, rips, and frays (Legging are NOT allowed)  
Properly fitting t-shirts, free of holes, rips, frays, and obscenities (tank tops, crop tops, and sleeveless shirts are NOT allowed) Shorts are allowed, as long as they reach below the fingertips when hands are at your side and they must be free of holes, rips, and frays (Bike shorts are NOT allowed) Skirts and dresses are allowed but must reach below the fingertips when hands are at your side Shoes must be close-toed (No sandals, heels, or crocs may be worn) During this recent spike in COVID cases, we do require volunteers to wear a mask as well Remember, you are working with kids and will be cleaning/prepping things throughout the day, so dress comfortably, and modestly. (Expensive/ heavy jewelry not recommended!) Failure to comply with the dress code will result in being sent home until dressed in proper attire. Remember, when you volunteer here, you are representing the CMA!

### Phone Policy

Phones are **NOT** allowed while volunteering at the CMA. Please keep your phone in your vehicle or it will be kept at the front desk. If you need to use the phone, you can go to the front desk and use the phone there. If you are seen on your phone while volunteering, you will be asked to leave.



## **VOLUNTEER POLICY GUIDE (CONTINUED)**

### **Smoking**

The CMA is a "Smoke-Free" workplace; this includes cigarettes, vapes, e-cigs, cigars, pipes, weed, and any other smoking devices. If seen smoking at the museum, you will be asked to leave and not be allowed to volunteer here again.

### **Drug Use**

The CMA is a drug-free workplace. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled or illegal substance is prohibited in the building. All volunteers, as a condition of commitment, must abide by the terms of this statement. Volunteers must notify a CMA Trustee in writing of his or her conviction for a violation of a criminal drug statute occurring in the building no later than five (5) calendar days after such conviction. Within 30 days of notification, the CMA will take an appropriate personnel action against such a volunteer, up to and including termination or requiring a volunteer to participate satisfactorily in a drug abuse assistance or rehabilitation program.

### **Other Policies**

Remember to be courteous and kind to all guests. Help clean around the museum, if you see something out of place, fix it! Try to stay busy! Parking We have parking off of Taylor Street that you can park at for free.

### **Signing In**

When first arriving to the Museum, please turn in your Volunteer Application to the front desk. You will also sign in and receive a volunteer name tag from the front desk as well. You will then be showed around the museum by a staff member, and notified of your tasks for the day.