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### **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 to 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.

## **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 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.

**Museum Hours**

Tuesday- Saturday: 9:30am – 5:30pm

Sunday: 1:00pm – 6:15pm

If you have any questions or concerns about volunteering, please feel free to email or call us any time!

Sincerely,

Hannelore Jameson

Volunteer Coordinator

(337)232-8500

[marketing@cmalaf.org](mailto:marketing@cmalaf.org)