



Newport News, VA

Volunteer Code of Conduct:

Note: volunteers under 18 years of age need the signature of a parent or a guardian at the bottom of this form.

By signing this agreement, I, _____, agree to the following:
(Please print volunteer's name)

- I understand that the goal of volunteering is to engage and educate the public, and my attitudes and actions should always further that goal.
- I agree to work my entire volunteer shift as scheduled, to conduct myself in an appropriate manner, to dress in attire that follows the volunteer dress code, to follow safety procedures, and to be prepared for my shift.
- I understand that if I cannot make a volunteer shift (or any part of a shift), it is important to notify the Volunteer Services Office ahead of time by calling (757) 595-1900 ext. 228 or 534-7428.
- During my scheduled volunteer shift, I agree to stay in my designated area, and though I may have friends who are also volunteers at the museum, I understand that while I am at the museum, my focus should be on the visitors.
- I understand that I am responsible for reviewing all materials given to me at Orientation and Trainings.
- I know that I represent the museum, and I promise not to engage in any activity that may cause harm to the museum, others or myself.
- I understand that failing to observe the above pledges will result in disciplinary action and can result in my dismissal from the volunteer program.

Volunteer Signature

Date

Parent/Guardian Signature of approval (if volunteer is under 18 years old)

Parent/Guardian Phone Number

Questions? Concerns?

If so, please contact the Volunteer Coordinator
at (757) 595 – 1900 ext 262