



## Volunteer and Docent Application & Release Form

All Morris Center for Lowcountry Heritage volunteers are asked to:

- Submit a Volunteer and Docent Application & Release Form
- Meet orientation and training requirements associated with volunteer or docent position

### General Information

Please include at least one phone number where we can reach you during business hours and an email address that you check regularly. **Your information will be kept confidential.**

Title:

Full Name:

Address:

Day Phone: OK to call me here

Evening Phone: OK to call me here

E-mail address:

Date of birth: Gender:

What kinds of email may Morris Center send you?

Electronic newsletters

Volunteer Opportunities

Schedule reminders

### Emergency Contact

We will attempt to contact the following person in the event of a personal emergency.

Name:

Address:

Day phone: Evening phone:

E-mail address:

Relationship:

### Physical Capabilities or Limitations

Do you have any physical limitations (difficulty standing, lifting, hearing, etc.) that might affect your ability to volunteer or do specific tasks? If so, please describe briefly.

### Availability

Please select the days and time periods that you are generally available to serve. You may provide additional information regarding your availability in the space below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning			Afternoon			Evening

## Additional information regarding your availability

### Experience

Are you employed?

Employer / Company name:

Supervisor Name:

Title:

Address:

Day phone:

E-mail address:

### Education

School:

Major degree:

### Professional Skills and /or Special Abilities

Please indicate any of the following skills or abilities that you possess. Professional experience is not required. If you have other skills or abilities that might be valuable in museum operations, please list them in the space provided.

Accounting	Acting	American Sign Language	Art Handling
Artistic Abilities	CDL	Catering Experience	Clerical / Computer
Construction	Customer Service	Data Entry / Keyboarding	Editing / Proofreading
Education	Electrician	Engineering	Foreign Language
Fund-raising	Graphic Design	Landscaping	Law
Law Enforcement	Lighting	Maintenance /Repair	Painting
People Skills	Photography	Public Speaking	Set Construction
Sight Guide	Special Events	Tour Guide / Docent	Writing

**Additional skills, abilities or areas of interest**



### **Photography Release**

The undersigned volunteer hereby grants the Morris Center for Lowcountry Heritage, (hereinafter referred to as the Center), permission to take or have taken still or moving images whether print or digital, including television broadcast or voice transmission. The undersigned also consents and authorizes Center, its advertising agencies, news media, and any other person interested in the Center and its work, to use and reproduce the images, video and sound recordings and to circulate and publicize the same by all means, including, without limiting the generality of the foregoing, newspapers, magazines, television, media, brochures, pamphlets, instructional materials, books and clinical materials. With respect to the foregoing matters, no inducements, or promises have been made to secure this signature to this release other than the intention of the Center to use or cause to be used such images, films, recordings, and video for the primary purpose of promoting the Center and its work.

### **Waiver and Release of Liability**

In consideration of being allowed to volunteer my services at the Center, I hereby acknowledge that there are certain risks of injury involved, and I knowingly and freely assume all such risks and assume full responsibility for my participation. To the extent allowed by law, I agree to indemnify and hold harmless the Center, its officers, employees, agents, representatives and volunteers, of all liabilities and all loss or damage to person or property which may occur or be incident to my involvement or participation.

### **Volunteer Confidentiality Agreement**

I recognize that as a volunteer of the Center, I may have access to confidential information concerning the Morris Center for Lowcountry Heritage (MCLH) / the Center, its guests, donors, members, alumni, vendors, employees, volunteers or other representatives. In consideration of any volunteer status with MCLH / Center, I agree I will not at any time, during or after volunteering for MCLH / Center, divulge or reveal to any person, firm, or corporation, any information (including, but not limited to, personal or financial information or customer lists), directly or indirectly, which might in any way be used to injure or interfere with the business of MCLH / Center, or to alienate guests, customers, agents, employees, volunteers or representatives from MCLH / Center, or to cause discontent or dissatisfaction among any such persons.

I agree that should I have any questions as to the propriety of release of any information, I will request clearance from the Morris Center for Lowcountry Heritage prior to releasing such information.

**I certify that the information in this Volunteer Application is true, correct and complete to the best of my knowledge. I authorize the Morris Center for Lowcountry Heritage to verify any and all information I provided by contacting appropriate sources.**

BY SIGNING, I UNDERSTAND THAT I AM INDICATING MY AGREEMENT WITH THE TERMS OF ALL PRECEDING SECTIONS.

Signature:

Date: