



# VOLUNTEER APPLICATION

**DISCOVERY CENTER OF SPRINGFIELD**  
**438 ST. LOUIS STREET**  
**SPRINGFIELD, MO 65806-2312**  
**417-862-9910      www.discoverycenter.org**

*Discovery Center of Springfield is an interactive, hands-on museum committed to inspiring people of all ages with a life-long love of learning and an appreciation of the world and our place in it.*

**Personal Information – (For use only by Discovery Center)**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

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

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

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

**What Do You Want to Do at Discovery Center (DCS)?** \_\_\_\_\_

Is This a One Time Volunteer Opportunity? Yes No

Is This an Ongoing Volunteer Opportunity? Yes No For How Long \_\_\_\_\_

DCS tracks our volunteer time and may provide reports to certain organizations. Please check the appropriate reason or “source” of your volunteer time: Check One

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Boy/Girl Scouts     | <input type="checkbox"/> Drury University   | <input type="checkbox"/> MSU      |
| <input type="checkbox"/> Boys/Girls Club     | <input type="checkbox"/> Evangel University | <input type="checkbox"/> MSU CASL |
| <input type="checkbox"/> Community Partner   | <input type="checkbox"/> Experience Works   | <input type="checkbox"/> MSU SCAT |
| <input type="checkbox"/> Community Service   | <input type="checkbox"/> Internship         | <input type="checkbox"/> OTC      |
| <input type="checkbox"/> Community Volunteer | <input type="checkbox"/> MO Career Center   |                                   |

**Volunteer History**

	Most Current	Previous	Prior
Organization / Company	Type of Service / Activity	Time / When	

**References:**

Name / Town	Relationship	Phone Number
	family, friend, coworker, other	
	family, friend, coworker, other	
	family, friend, coworker, other	

Selected Area of Interest: Select all that Apply

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Museum       | <input type="checkbox"/> Marketing              | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Exhibit Construction | <input type="checkbox"/> Education              | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Laboratories         | <input type="checkbox"/> Health & Life Sciences |   |
| <input type="checkbox"/> Maintenance          | <input type="checkbox"/> Finance/Accounting     |   |
| <input type="checkbox"/> Other _____          |   |   |

Special Hobbies/Interests or Other Information You Would Like Us to Know:

---



---

Have you ever been convicted of a crime, excluding minor traffic offenses? Yes?\_\_\_ No?\_\_\_

Date of Offense/ Conviction \_\_\_/\_\_\_/\_\_\_ State where offense occurred \_\_\_\_\_

**Release and Authorization:**

I hereby authorize Discovery Center of Springfield to obtain any and all information from all references, employers, educational institutions, and law enforcement agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release Discovery Center of Springfield, and its agents, from any liability and all other persons, corporations or organizations for releasing such information. A photocopy of this authorization shall be considered as valid as the original.

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

**AVAILABILITY*****I am available:*****I would like to volunteer \_\_\_\_\_ hours a week**

Monday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Friday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Tuesday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Saturday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Wednesday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Sunday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Thursday from \_\_\_\_\_ to \_\_\_\_\_ N/A

Other Comments:

---



---

# VOLUNTEER WAIVER

NAME (Please Print): \_\_\_\_\_ (the "Volunteer")

PHONE (H): \_\_\_\_\_ (Wk or Cell): \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ST, ZIP: \_\_\_\_\_ E-MAIL \_\_\_\_\_

SOURCE and/or EVENT: \_\_\_\_\_ (ex. MSU CASL, Drury, Community Volunteer)

**THIS RELEASE & WAIVER OF LIABILITY** (the "Release") in favor of Discovery Center of Springfield (DCS), a Missouri non-profit corporation, and its directors, officers, employees, agents, and its successors, and assigns.

**ONE TIME VOLUNTEERS** will straighten bathrooms, Discovery Town, Explore DCS, EE and Kapla and clean and wipe tables in the front lobby.

**IN CONSIDERATION OF THE VOLUNTEER BEING ABLE** to serve as a volunteer at Discovery Center in any activity which would include but not be limited to the construction of exhibits, loading and unloading exhibits or other materials, painting, finishing, cleaning, interaction with visitors or working in the office or with a special event or any other related DCS activity, the undersigned Volunteer does hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

**INSPECTION:** The Volunteer agrees that prior to participating in any activity or event, the Volunteer will inspect the facilities and/or equipment to best of that person's ability, the facilities and equipment to be used, and if in the Volunteer's opinion anything is unsafe, the Volunteer will immediately advise a DCS staff of such condition(s) and may refuse to participate.

**WAIVER AND RELEASE:** Volunteer does hereby release and forever discharge and hold harmless Discovery Center and its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with DCS. Volunteer understands that this Release discharges DCS from any liability or claim that the Volunteer may have against DCS with respect to any bodily injuries, personal injuries, illnesses, death or property damage which may result from Volunteer activities with DCS whether caused by the negligence action or inaction of DCS or its officers, directors, employees or agents or otherwise. Volunteer further understands that DCS assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death, or property damage.

**MEDICAL TREATMENT:** Volunteer does hereby further release and forever discharge Discovery Center from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with DCS. The Volunteer gives permission for DCS to obtain emergency medical treatment should the Volunteer be unable to make that decision at the time.

**ASSUMPTION OF THE RISK:** The Volunteer recognizes and understands that the activities with Discovery Center shall include potentially hazardous activities such as construction and loading and unloading of materials. Volunteer hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges DCS from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with DCS.

**INSURANCE:** The Volunteer understands that Discovery Center does not carry or maintain health, medical, or disability insurance for its volunteers. All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.

**PARTICIPATION:** The volunteer acknowledges and fully understands that Discovery Center has the authority to exclude volunteers from the program for behavior deemed unsafe, inappropriate or a danger to self or others.

**PHOTO AUTHORIZATION:** I hereby authorize the Discovery Center of Springfield, Inc. to use my name and/or photograph for education and public relations purposes related to the Discovery Center of Springfield. **INITIAL:** \_\_\_\_\_

I have read the complete waiver and release and I understand that I may have given up substantial rights by signing. I have not changed this orally and I sign this release voluntarily.

By \_\_\_\_\_ Date \_\_\_\_\_

If the Volunteer is a minor, I, as parent/guardian with legal responsibility for this volunteer, certify that I do consent and agree to his/her release as provided above.

\_\_\_\_\_  
First Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Parent/Guardian

\_\_\_\_\_  
Date



## VOLUNTEER POLICIES

**DISCOVERY CENTER OF SPRINGFIELD**  
**438 ST. LOUIS STREET**  
**SPRINGFIELD, MO 65806-2312**  
**417-862-9910**      **www.discoverycenter.org**

*Discovery Center of Springfield is an interactive, hands-on museum committed to inspiring people of all ages with a life-long love of learning and an appreciation of the world and our place in it.*

### **Overview:**

Discovery Center of Springfield relies heavily upon the generosity of volunteers for their time and ideas. While primary responsibilities for exhibits, program development and curriculum, and general policies lies with the paid staff and ultimately with the Board of Directors, creativity and innovation in any area are encouraged and suggestions are welcome.

All potential volunteers must provide and be:

- Age 14 or older
- Complete volunteer application form
- Complete Background check form
- Sign the volunteer policies and waiver

All pertinent records will be maintained in a file and under control of Discovery Center. It is the Discovery Center's policy to check reference and perform a background check on any applicant at its discretion.

**Applications:** Discovery Center (DCS) relies upon information contained in the application in screening volunteers. Thus, the accuracy of the information obtained during the selection process is extremely important. Any misrepresentations, falsifications, or material omissions in the information obtained during the selection process may result in an exclusion of the individual from further consideration or continued participation as a volunteer.

**Welcome as DCS Volunteer:** After reviewing the application and completing a background check, DCS will invite individuals we believe will enhance the time visitors spend in the museum and provide assistance in the designated work area by their participation. Based on this interview and the written materials, Discovery Center will welcome new volunteers to become involved in our programs. All volunteers as with paid staff work as Discovery Center on an "at will" basis. You are free to quit the volunteer roll at any time and Discovery Center may at its discretion for any reason not prohibited by law sever the relationship. Once invited to volunteer Discovery Center request that you do the following:

### **Professionalism:**

- Discovery Center strives to maintain a fun yet professional atmosphere. Unless prior approval is obtained from Executive Director or Director of Visitor Experience, it is not permissible for a volunteer to bring children, family, members or other guests to Discovery Center when working in a volunteer capacity unless such guests have paid general admission fees to enter the museum and/or is attending a program hosted by Discovery Center.
- Food should never be in the museum exhibit areas and eaten in the presence of visitors. If you choose to take your meal breaks at DCS, please eat in designated break areas. Break times may depend on visitor attendance at various times.

- All gifts, honoraria, monies, or other properties received for the services performed as a volunteer are the property of DCS. Any exceptions to this policy must be in writing and signed by the volunteer and a staff director of DCS.

### **Visitor Complaints:**

- Complaints must be handled in a friendly, polite manner.
- Complaints must be reported or referred to the manager on duty.
- If you are unsure how to handle a situation, refer to your supervisor.

### **Customer Relations Policy:**

- The visitor/customer is always the first priority.
- Visitor impressions start at the front door, continue as they tour the museum, and through contact with all staff and volunteers.
- Visitors rely on DCS personnel for direction, questions and services.
- Assist visitors promptly and courteously. Be helpful and friendly to all.
- Make sure the visitor's stay is pleasant and memorable.

### **Dress Code and Appearance**

Each volunteer is a part of Discovery Center of Springfield's public image, so it is important that everyone's personal appearance and conduct be professional and appropriate at all times. Good grooming starts with personal cleanliness. Clothing should be suitable business casual attire. Hairstyle, facial hair, jewelry and make-up should be in good taste, avoiding extremes. Consult your supervisor if you have any questions as to what constitutes appropriate attire. While the following seeks to provide guidance on appropriate work attire and presentation, Discovery Center reserves the right to make final decisions on any questionable clothing or personal presentation up to and including requesting the individual to change clothing or personal presentation.

The following should serve as a guideline for appropriate presentation as a DCS volunteer:

- Khakis, Dockers or slacks - pressed with belts, shirts-pressed with DCS logo or suitable business attire are to be worn during business hours. Under no circumstances is clothing, hats or other attire with inappropriate language and or artwork to be worn. Likewise, pants should cover all undergarments and extend to at least mid-calf of the leg. (Shorts are never acceptable clothing while working.)
- Jeans can be worn on Mondays or on designated workdays, i.e. traveling exhibit tear-down and set-up. Jeans must be clean, without holes and have no obvious sign of wear or fray.
- All edges of clothing hems and sleeves must be finished. Shoulder baring tops must be worn under a more complete coverage blouse or shirt (shoulders must be covered.) Shirts or blouses must fall below the top of the pant or skirt.
- Skirts are not appropriate attire for staff while working on the museum floor. When worn, skirts must extend to or below the knee.
- Shoes and or tennis shoes should be clean and worn with appropriate socks. Sandals are acceptable in season, provided feet are clean and manicured. No flip flop foot wear is appropriate.
- Head or facial hair must be clean and neatly styled or trimmed.
- Exposed body piercing and tattoos are discouraged and when present must not be considered potentially offensive to DCS visitors.
- Cologne should be worn in moderation so that is not overbearing or offensive.

- Gum chewing is unacceptable when working with visitors.

### **Sexual Harassment Policy**

DCS is committed to providing a work climate free from sexual and other unlawful harassment. This includes actions of or against staff, visitors, volunteers or any other persons on DCS property or conducting DCS business.

Harassment includes, but is not limited to, behaviors which create an intimidating or offensive work environment and a requirement that an employee submits to such conduct as a basis for employment related decisions. Actions, words, jokes, or comments based on an individual's sex, race, disability, sexual or affectional preference or other legally protected characteristic will not be tolerated. DCS expects the full cooperation of everyone in making this policy effective. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including discharge.

Sexual harassment is one form of harassment specifically prohibited by this policy. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual (for example, wage increases, promotions, or evaluations), or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexually harassing conduct may include, among other things, requests or demands for sexual activity; use of sexual comments or jokes; demeaning characterizations based on gender; sexual remarks about a person's body, clothing, or sexual activities; patting, pinching, or touching; or displays of sexually suggestive pictures, text, or objects.

Any employee who believes that she/he is the victim of sexual or other unlawful harassment has the right to inform the person who is engaging in the harassing conduct that such conduct is offensive and must cease. It is strongly recommended that the employee also notify his/her supervisor or HR Director of this action. If the employee is not comfortable communicating directly with the offender about the problem, or if the employee's request that the conduct cease is unsuccessful, the employee should notify his/her immediate supervisor or DCS Executive Director or Human Resource Director.

DCS will promptly and thoroughly investigate all allegations of unlawful harassment. Confidentiality will be maintained to the maximum extent possible, but complete confidentiality may not be possible because of the need to investigate thoroughly. If the investigation reveals that unlawful harassment has occurred, DCS will take prompt and appropriate corrective action. Such action could range from a verbal warning to immediate discharge, when the offender is another employee. DCS also will take appropriate corrective action if an investigation confirms unlawful harassment by a non-employee.

No form of retaliation will be taken by anyone against any employee who has in good faith made a complaint of unlawful harassment.

### **Substance Abuse Policy: Drugs, Narcotics and Alcohol**

**Volunteers:** Discovery Center strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. Using or being under the influence of illegal drugs, alcohol or

abuse of prescription drugs for mood altering purposes while on DCS premises or acting on behalf of DCS is prohibited. Any volunteer determined to have violated this prohibition will be discharge from their volunteer status with DCS.

**Public:** In as much as the Discovery Center facility is used by the public for various events, there may be events at which alcoholic beverages will be served. No alcoholic beverages may be served or consumed in the DCS facility at any time except at an official DCS function and authorized event as approved by the DCS executive director for said event. As necessary, an appropriate license to serve alcoholic beverages will be secured by the provider for the event. In no instances shall alcohol be served to underage or otherwise prohibited persons.

### **Smoking**

Smoking by staff and volunteers is prohibited on all DCS premises, which includes the parking lots and sidewalks adjoining the building. Further, smoking by DCS employees is prohibited during any time in which patron contact is occurring.

### **Security Inspections**

It is DCS intent to maintain a work environment free from illegal drugs, alcohol, firearms, weapons, explosives or other improper materials and prohibits the possession, transfer, sale or use of such materials on its premises or by its employees. DCS requires the cooperation of all employees in administering this policy.

Desks and other storage devices which may be provided for use by employees, remain the sole property of DCS. Accordingly, these items may be inspected by an authorized agent, employee or representative of DCS any time, with or without prior notice.

### **E-mail, Internet and Communications Policy**

**THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM: Use of DCS communications and computer systems constitutes consent to these E-mail policies.**

**SCOPE:** It is understood that volunteers will not regularly use DCS systems for personal use. However, even while occasional use is not unexpected, DCS use will always take priority. Accessing a personal e-mail account through DCS system is considered to be placing that account within DCS scope and thus subject to the following policies. All electronic and telephonic communication systems and all communication and information transmitted by, received from, or stored in these systems are the property of DCS and as such are to be used for job-related communications only. The computer system is a vital resource to provide quality services to DCS clients. It is a tool to enhance the quality of services. Any information placed into or attached to the system belongs to DCS and may be monitored, used and/or disclosed by authorized DCS personnel. The data on the system may be searched at the request of law enforcement or other appropriate persons and may be disclosed and used for disciplinary action, civil proceedings or criminal prosecution.

In as much as information contained in and distributed from DCS systems may be considered as DCS position, e-mails, standard mail or other communications media may not be used to advocate for political or religious purposes. E-mails containing chain letter type information or similar structures are not to be forwarded or distributed to any recipient(s).

As a policy, DCS will not read electronic message content as a routine matter, but management reserves the right to authorize such at any time without prior notification. Electronic mail messages will be scanned for viruses and similar concerns and may be electronically scanned for the presence of specific content or language. DCS will also respond to any legal process. Volunteers are not permitted

to use passwords, access a file, or retrieve any stored communications unless authorized to do so, or unless they have received prior clearance from an authorized DCS representative. All passwords are the property of DCS.

Viewing pornographic or violent Web sites or other offending sites or exchanging messages or materials on these matters is prohibited. Use in this manner will result in termination of volunteering at DCS. E-mail shall not be used to transmit vulgar, profane, insulting or offensive messages such as racial or sexual slurs. Prohibited uses of E-mail include, but are not limited to, soliciting outside business ventures, advertising for personal enterprises or soliciting for non-DCS related purposes. This policy does not prohibit personal messages of a social nature which do not contain otherwise prohibited content.

Persons using the DCS computer system are to be aware of the risks in “downloading” files and receiving e-mails. Volunteers should NOT be downloading any files or programs without the express approval of a DCS supervisor. While DCS uses current technology to reduce the risk of computer problems, no system is perfect. Volunteers should use virus-checking resources when receiving information through the Internet and should use caution when receiving mail from unknown sources. It is understood that the primary use of these resources will be for work use, and that any personal use of electronic mail or the World Wide Web will be very limited and will not take priority over any work matters.

**Equipment & Materials Use:**

Copy, computer and other equipment is acquired by DCS for its ongoing program needs. Use by volunteers for personal needs is expected to be kept to a minimum and will not interfere with organizational needs. Occasionally a volunteer may find it necessary to make a number of copies or make a long distance phone call. It is expected that the individual will reimburse DCS for this cost. DCS equipment is not to be taken from the premises without proper supervisory approval.

I have read and understand the importance of my compliance with these forgoing policies. I have completed my orientation process with the Volunteer Coordinator and have received the Volunteer Manual. I agree to read and abide by the terms and policies in the Volunteer Manual.

---

PRINT NAME

---

SIGNATURE

---

DATE