



Volunteer Information Form

Name: _____

Address: _____

Phone: _____ Email: _____

Interests: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone: _____

Do you hold a current First Aid Certificate with CPR? _____

Criminal Record Check requested Yes No

- All volunteers require a Criminal Record check, provided through the Museum.

References provided and checked Yes No

- All volunteers must provide reference checks.

General Duties:

- Volunteers will be responsible to the Executive Director, Lori Treloar.
- The primary duty is to act as custodian of the museum and to protect the building and its contents.
- Volunteers represent the Society while on duty.
- Visitors will be greeted upon their arrival and made to feel welcome to the museum through interactive conversation.
- Tasks will be assigned by the curator through consultation with the volunteer.

Shawnigan Lake Historical Society
PO Box 331, 1775 Shawnigan-Mill Bay Road
Shawnigan Lake, BC, V0R 2W0
250.743.8675
shawniganlakemuseum@shaw.ca
<http://members.shaw.ca/shawniganlakemuseum>



Emergency Procedure:

- In case of emergency;
 - See to the safety of visitors and other staff,
 - Notify the appropriate authority (example: call 911), and
 - Take appropriate action to protect the Society`s property. But in no case should you put yourself in danger.
- Muster Station, in the event of an emergency all visitors, staff and volunteers are to gather in the Aitken and Fraser parking lot behind the store.

Dress Code:

- Business Casual – No flip flops, sandals, summer wear, or torn clothing.

Preferred Volunteer Areas:

- What area(s) are you most interested in working?
-

Signature of Volunteer: _____ Date: _____

Shawnigan Lake Historical Society
PO Box 331, 1775 Shawnigan-Mill Bay Road
Shawnigan Lake, BC, V0R 2W0
250.743.8675
shawniganlakemuseum@shaw.ca
<http://members.shaw.ca/shawniganlakemuseum>