



Dear Volunteer Applicant,

Thank you for your interest in volunteering with Folsom History!

Folsom History is a 501(c)(3) nonprofit organization inspiring an innovative future together by connecting Folsom to its inventive roots. Volunteers are the backbone of our organization, and it is because of their efforts that we can continue working to strengthen the social, intellectual, and connective fabric of Folsom.

Folsom History operates two museums in Folsom's Historic District – the Folsom History Museum and Pioneer Village – with a third location currently under development – the Chinese Heritage Museum. Our multiple sites promoting Folsom's unique local history provide plenty of opportunities for volunteers to meet new people all while exploring exciting new skills and/or interests.

Enclosed in this volunteer application package are important forms and documents that need to be completed before we can move forward with the screening process. Please fill out and return the following forms:

- Volunteer Application Form
- Volunteer Liability Waiver
- Volunteer Photography Permission
- Volunteer Emergency Information
- Waiver Release of Liability and Assumption of Risk Agreement.

Submitted applications with incomplete forms will not be accepted.

We thank you again for your interest in volunteering with Folsom History and look forward to learning more about you and your interests.

Sincerely,

Kyle Floyd
Operations Director
Folsom History

823 Sutter Street
Folsom, CA 95630
916.985.2707

www.folsomhistory.org



YOUR HISTORY LIES DIRECTLY IN FRONT OF YOU.



VOLUNTEER OPPROTUNITIES Folsom History

Please note that all active volunteers are expected to contribute 40 hours a year of volunteer service.

Visitor Services

Welcome visitors to the museum and provide knowledgeable guidance for individuals and groups. Assist in museum store sales and answer phones. Familiarity of local history is a plus but not necessary (training will be provided). *Volunteers must have good customer service and verbal skills and be able to handle money.*

Hours: Thursdays through Mondays – 2.5 to 5 hours per shift.

Folsom History Museum

Assist with educational and public programs and provide guided tours to groups at the museum and/or around the Folsom Historic District on a prearranged basis. Training on the history of Folsom will be provided. *Must enjoy interacting with guests, both adults and children, and have good verbal skills.*

Hours: Dependent on booking – 2.5 to 5 hours per shift.

Pioneer Village

Pioneer Village is a living history makers space that includes historic buildings, a working blacksmith shop (used as an ongoing training site by the California Blacksmith Association), gold panning, and other unique stations providing hands-on volunteer opportunities. Pioneer Village volunteers help interpret history by providing tours and live demonstrations, as well as assisting with ongoing restoration projects throughout the year.

Hours: Thursdays through Sundays – 4 to 5 hours per shift.

Community Outreach

Visit schools, clubs, and organizations to share fascinating aspects of Folsom's history. May also involve staffing a booth at community events such as farmers markets, fairs, and other community events throughout the year. Teaching experience is a plus. *Must enjoy interacting with guests, both adults and children.*

Hours: Dependent on bookings – 1 to 4 hours per shift.

Educational and Public Programming

Educational Programs Volunteers lead schools and/or private groups in one of the many programs offered by Folsom History. *Docents must enjoy working with children.* Public Programs Volunteers help educate visitors of all ages during special events planned throughout the year.

Hours: Dependent on bookings – 1 to 4 hours per shift.

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Special Events

Support special events by helping with set-up and clean-up, ticket, and merchandise sales. Duties may include coordinating invitations, food and beverages, supplies, and volunteers. *Many events are outside, so volunteers will be subject to weather conditions.*

Hours: Dependent on bookings – 2 to 6 hours per event.

Collections / Archives

Aid with collection management duties such as cataloging new acquisitions, researching, updating collection records, and cleaning/maintaining collection items. Collections / Archives Assistants also provide research help to members of the public (by appointment only). *Collections and Archives experience a plus.*

Hours are 4-6 hours preparatory work, 3-4 hours day of reception.

Maintenance / Housekeeping

Provide maintenance/housekeeping help to the Folsom History Museum. Duties may include light vacuuming/cleaning, wiping down exhibit displays, surfaces, organizing supplies and/or products (for the Museum Store), etc. Our maintenance crew is also occasionally called upon to help build and develop new exhibits.

Hours: Dependent on bookings – 2.5 to 5 hours per shift.

Landscaping / Grounds

Help maintain the grounds and gardens at the Folsom History Museum, Pioneer Village, and Chinese Heritage Museum (currently under development). This may include weeding, pruning, fertilizing, and planting. *This is a perfect role for anyone interested in gardening.*

Hours: Dependent on bookings – 2.5 to 5 hours per shift.

To Apply:

Please fill out the volunteer application form provided to apply for volunteer opportunities at Folsom History. All candidates must be willing to commit to 40 volunteer hours a year.

Accepted applicants must also undergo a background check as mandated by California State Law (AB 506).

Return applications by mail, email, or in person to:

Kyle Floyd
Operations Director
Folsom History
823 Sutter Street
Folsom, CA 95630
kyle@folsomhistory.org



VOLUNTEER APPLICATION FORM

Folsom History

Please provide the following information as completely as possible, typed or neatly handwritten. If the applicant is under 18, please have a parent or legal guardian sign a permission form in addition to this application.

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____ What is the best way to contact you? _____

How did you hear about us? _____ Referred by? _____

Are you a current member of Folsom History? _____ Are you willing to become a member? _____

What Makes You Shine? Tell Us About You!

Interests, Hobbies, Skills: _____

Educational Background / Achievements: _____

Service Clubs, Memberships, Associations: _____

Previous Volunteer Experience: _____

Are you fluent in any other languages besides English? _____

Why do you want to volunteer with Folsom History? _____

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History Begins Here! In Which Area(s) Are You Most Interested in Volunteering?

Please check/circle all that apply:

VOLUNTEER:

- | | |
|---|--|
| <input type="checkbox"/> Visitor Services | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Building |
| <input type="checkbox"/> Educational Programs (K-8) | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Educational Programs (9-12) | <input type="checkbox"/> Landscaping / Grounds |
| <input type="checkbox"/> Educational Programs (Adult) | <input type="checkbox"/> Administrative Work / Fundraising |
| <input type="checkbox"/> Public Programs (Weekends) | <input type="checkbox"/> Special Events / Projects |
| <input type="checkbox"/> Public Programs (Evenings) | <input type="checkbox"/> Content Creation |

COLLECTION / ARCHIVES:

- | | |
|--|--|
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Curatorial Maintenance |
| <input type="checkbox"/> Exhibit Planning / Installation | <input type="checkbox"/> Preservation / Conservation |

LOCATION(S):

- | | |
|--|--|
| <input type="checkbox"/> Folsom History Museum (FHM) | <input type="checkbox"/> Chinese Heritage Museum (CHM) |
| <input type="checkbox"/> Pioneer Village (PV) | |

AVAILABILITY (PLEASE CIRCLE):

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Mornings (8 am to 12 pm)

Afternoons (12 pm to 4 pm)

Evenings (4 pm to 8 pm)

Applicant Name (print): _____ Parent Name (print): _____

Applicant/Parent signature: _____ Date: _____



VOLUNTEER LIABILITY WAIVER FOLSOM HISTORY

I agree to indemnify and hold harmless Folsom History, their employees, officers, volunteers, and other agencies from any and all liability for injuries or damages which may arise as a result of my or my child's participation in Folsom History activities and events. I further agree that Folsom History may act in an emergency in a manner as best fits the situation, in the event that I or my child is injured or ill and an emergency contact cannot be reached. I am aware that Folsom History does not carry medical or workers' compensation insurance for volunteers.

Applicant Name (print): _____ Parent Name (print): _____

Applicant/Parent signature: _____ Date: _____

VOLUNTEER PHOTOGRAPH PERMISSION

I give full permission to Folsom History to use my or my child's name, photograph, or recording for publicity and promotional purposes without obligation or liability to me.

Applicant Name (print): _____ Parent Name (print): _____

Applicant/Parent signature: _____ Date: _____

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VOLUNTEER EMERGENCY INFORMATION

In case of a medical emergency, if I am not able to authorize treatment for myself and/or my child, I hereby expressly give my permission to the Activity Supervisor(s) to contact 911 to obtain whatever reasonable medical care is necessary.

Name of Medical Provider: _____

Telephone Number: _____

Policy Holder Name: _____

Policy ID Number: _____

Emergency Contact

Please provide information for a family member or family whom we may contact in the event of an emergency.

Name: _____

Cell or work phone: _____ Home phone: _____

Relationship: _____

Please note any history of medical conditions (i.e., diabetes, asthma, epilepsy, heart conditions, etc.); previous injuries, or serious allergies (hay fever, bee sting, food) that might limit you or your child's participation in the Activity, or the pharmaceuticals that might be used in the event of an emergency.

Name (Please print): _____ Date: _____

Signature: _____



WAIVER, RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT (PLEASE READ BEFORE SIGNING)

SIGNING THIS FORM IS A CONDITION OF BLACKSMITHING AT PIONEER VILLAGE AND LIMITS YOUR LEGAL RIGHTS. VOLUNTEERS (AND/OR PARENTS OR GUARDIANS, IF APPLICABLE) MUST READ AND SIGN THIS FORM.

My name is _____,

I hereby agree to accept a position in a VOLUNTARY capacity as a VOLUNTEER for **Folsom History**, who has entered into a Memorandum of Understanding regarding **Folsom History**, with the City of Folsom. I understand that the term VOLUNTEER means a Person who works without payment or other compensation for their time and service. I acknowledge that I am an at-will Volunteer with **Folsom History**, without vested property rights in my positions as a Volunteer. I may be terminated/released at any time, without cause, and without right or appeal. I also understand that no offer of salary or full or part-time employment has been made to me. I have read the entire contents of this Volunteer Waiver, Release of Liability and Assumption of Risk Agreement and understand and agree that no liability whatsoever will be incurred by the City of Folsom or **Folsom History** for anyone who performs Voluntary actions or services.

I understand that there may be risks associated with volunteering at Pioneer Village, including, but not limited to those caused by facilities, temperature, weather condition, equipment, actions of other people including, but not limited to, participants, volunteers, trainers and spectators.

In consideration of being allowed to volunteer in any capacity for work at **Folsom History**, I hereby assume all of the risks of this participation. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them or because of their possible liability, without fault. I certify that I am physically fit and have not been otherwise advised against participating in any activities such as those contemplated by this release by a qualified medical professional. I hereby act for myself, executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) Waive, Release and Discharge the City of Folsom and its officers, agents, employees and volunteers from all liability for my injury, death, disability, property loss, lost income or any other losses, costs, workers' compensation coverage, or actions of any kind which hereafter may accrue to me by virtue of participation;

(B) Protect, Defend, Save, Indemnify, and Hold Harmless the City of Folsom from all liabilities or claims made by me, or on behalf of my minor child, or other individuals or entities as a result of any of my participation

I hereby consent to receive medical treatment for myself which may be deemed advisable in the event of injury. accident and/or illness during activities. This Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

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I UNDERSTAND THAT BY AGREEING TO THIS WAIVER I AM RELEASING THE CITY OF FOLSOM AND ITS OFFICERS, AGENTS, EMPLOYEES, AND VOLUNTEERS FROM ANY LIABILITY RESULTING FROM MY PARTICIPATION. I RECOGNIZE THAT THESE ACTIVITIES CAN BE DANGEROUS TO ME AND ACCEPT THOSE DANGERS. I UNDERSTAND THAT IF I AM INJURED, THIS RELEASE AND WAIVER WILL BE USED AGAINST ME, AND ANYONE ELSE CLAIMING INJURY OR DAMAGE BECAUSE OF MY INJURY IN ANY LEGAL ACTION. I ALSO UNDERSTAND THAT NO OFFICER, AGENT, EMPLOYEE, OR REPRESENTATIVE OF THE CITY OF FOLSOM IS AUTHORIZED TO MODIFY THIS DOCUMENT.

THE UNDERSIGNED HAS READ THE ABOVE WAIVER, RELEASE, AND ASSUMPTION AND UNDERSTANDS THAT HE OR SHE HAS GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT. SIGNED IT VOLUNTARILY AND AGREES TO BE BOUND BY IT.

Applicant Name (print): _____ Parent Name (print): _____

Applicant/Parent signature: _____ Date: _____

I understand that photographs may be taken during the course of the event or related activities, and I voluntarily consent that pictures, videos, or film likenesses of me may be taken and used for any legitimate purposes by the City of Folsom, **Folsom History**, and/or other sponsors at the **Folsom History**.

Applicant Name (print): _____ Parent Name (print): _____

Applicant/Parent signature: _____ Date: _____