



5300 San Dario, Ste. 505 | Laredo Texas 78041

ph. (956) 728-0404 | fax (956) 725-7776

## WELCOME FUTURE VOLUNTEER!

On behalf of the [Imaginarium of South Texas \(ISTX\)](#), we would like to sincerely thank you of your interest in volunteering with our organization. It is truly an exciting place to be, a place where you can really make a difference in a child's life and in the process become an active member of our community.

*Please review the following requirement before submitting your application:*

- ✚ Those interested in becoming an ISTX volunteer must attend a parent/volunteer orientation followed by a tour of the museum.
- ✚ Volunteers must be at least 14 years of age.
- ✚ Volunteers should complete an application, must have 3 signatures (volunteer, parent, and school counselor).
- ✚ Application must have two (2) letters of recommendation from school officials (ex. teacher, counselor, school activities sponsor, coach, community leader, youth leader, etc.). Both application and letter of recommendations should be presented neatly and professionally.
- ✚ Volunteers over the age of 18 years must submit application with an official police background check.

Once again, thank you for your interest in becoming a part of the Imaginarium of South Texas. If you have any questions, please feel free to contact Sara Gonzalez at (956) 728-0404 or email [sgonzalez@imaginariumpstx.org](mailto:sgonzalez@imaginariumpstx.org)

Sincerely,

Sara Gonzalez  
Volunteer Coordinator

### Volunteer Check List

- Read the Code of Conduct and Museum Policies**
- Complete Application (3 signatures: volunteer, parent, counselor)**
- Two (2) letters of recommendation**
- Attend Orientation on \_\_\_\_\_**

# IMAGINARIUM OF SOUTH TEXAS CODE OF CONDUCT/ MUSEUM POLICIES

## Requirements

- ❖ Volunteers **must be at least 14 years of age** to qualify as a volunteer at the Imaginarium of South Texas
- ❖ Volunteers under the age of 18 must submit application with **two letters of recommendation from school official.**
- ❖ Volunteers over the age of 18 must submit application with an **official Police background check.**

The Imaginarium of South Texas, Inc. depends on the assistance of volunteers. The job of volunteers and employees are to create a safe hands-on learning environment for our children and guests by working together.

Volunteers are expected to comply with all rules and regulations given by Imaginarium. **All volunteers must go through a probationary period of 4 visits, during which staff will evaluate and determine if the volunteer will continue to be called in to help.** Duties for Employees who work on the floor at the Museum are equally distributed with volunteers. The Imaginarium of South Texas reserves the right to dismiss any volunteer if at any time policies and duties are disregarded.

Some days the Museum has very little guests. If business is slow, Museum employees and/or management may ask a volunteer to come back at a later time. We suggest for volunteers to call the Museum to see if we have space available for them to volunteer before coming in.

The Imaginarium of South Texas is not responsible for any lost or stolen items. Therefore, volunteers are not to leave any personal belongings in any area of the Museum not designated by Museum management.

The Imaginarium of South Texas facilities and/or special events are not to be treated as social events. Volunteers are not to socialize. Volunteers may interact with other volunteers, employees, and guests in a constructive manner. Employees may give volunteers verbal notice when too much socializing is going on and may also ask a volunteer to leave if verbal notice is disregarded. Volunteers will be interacting with young children on a daily basis. Therefore, safety percussions, good behavior and respect should be practiced at all times.

## As a volunteer, I am committed to:

### Personal responsibility

- ☑ Be dependable, recognizing the commitment and responsibility to my volunteer assignment(s).
- ☑ Accept assignment(s) with an open mind and a willingness to learn.
- ☑ Accept feedback from my supervisor in order to do the best job possible.
- ☑ Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.

### Respect

- ☑ Treat all individuals with a sense of dignity, respect, and worth.
- ☑ Abstain from use of profane and abusive language and disruptive behavior that is dangerous to self and others.
- ☑ Abstain from the use of photo, audio or video recording equipment unless authorized
- ☑ Not preach to anyone or pressure anyone to accept my political, cultural, or religious beliefs
- ☑ Comply with mandated reporting in cases of suspected child and vulnerable adult abuse or neglect.
- ☑ Respect and use all equipment appropriately and as required for my assignment.

### Safety

- ☑ Not use/possess, or be under the influence of alcohol or illegal drugs at any time.
- ☑ Abstain from all illegal activity or carrying or displaying weapons of any kind.
- ☑ Do not touch, hit, or horseplay with other volunteers or children in the museum.
- ☑ **VOLUNTEER T-SHIRT IS REQUIRED FOR ALL VOLUNTEER SERVICES.** A T-SHIRT DOES NOT EQUAL A GUARANTEED VOLUNTEER POSITION AT THE IMAGINARIUM OF SOUTH TEXAS.

### The following will not be permitted:

- Ripped, patched or stained clothing.
- Oversized clothing (specifically “bagging” or “sagging” pants)
- Clothing with offensive language or displays of alcohol/tobacco
- Dangling chains/earrings
- Open-toed or open-heeled shoes. (Wear comfortable shoes)
- Sweat or stretch pants
- Excessively short, tight or revealing clothing
- Visible body piercing jewelry or exposed tattoos
- A messy appearance (ex: “bed head”)
- ☑ Report suspicious activities to my supervisor immediately.
- ☑ **All** cellphones or any electronic devices **must** be turned off and may not be used until volunteer duty is completed.



**Office Use Only**

App. Complete: \_\_\_\_\_

Shirt: \_\_\_\_\_ PD: \_\_\_\_\_

References: \_\_\_\_\_

Orientation: \_\_\_\_\_

5300 San Dario Ste 510 Laredo, Texas 78040, P: (956) 728-0404 F:(956) 725-7776 www.istx.org / info@imaginariumstx.org

## VOLUNTEER APPLICATION

### CONTACT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_ Age: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

### VOLUNTEER POSITION INFORMATION

What skills can you contribute to the organization? \_\_\_\_\_

What experience do you have in this area? \_\_\_\_\_

What days will you be available? Sunday Monday Tuesday Wednesday Thursday Friday Saturday

What time of the day are you available? \_\_\_\_\_

### VOLUNTEER EXPERIENCE

Current/Previous Volunteer Experience: \_\_\_\_\_

Organization(s): \_\_\_\_\_

Duties: \_\_\_\_\_

Hobbies, Interests, or Skills: \_\_\_\_\_

Special Training/Certifications: \_\_\_\_\_

Member of any Clubs or Organizations: \_\_\_\_\_

### EDUCATION

Grade Level: \_\_\_\_\_ Expected Graduation Year: \_\_\_\_\_ Current GPA: \_\_\_\_\_

School Name: \_\_\_\_\_

## REFERENCES

- ◇ Applicants must have two (2) letters of recommendation from school officials(ex. teacher, counselor, school activities sponsor, coach, community leader, youth leader, etc.)
- ◇ Both application and letters of recommendation should be presented professionally.

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is the volunteer currently on medication or does the volunteer have any special needs or medical conditions the Imaginarium of South Texas needs to be aware of? If so, please list below.

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## PARENT/GUARDIAN INFORMATION

*If volunteer applicant is under the age of 18, parent/guardian must fill out the following information:*

Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**MEDICAL INFORMATION:**

Please provide all necessary medical information to ensure the best possible care. (All information is kept confidential)

Parent/Guardian Initials  

Yes	No	Condition	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	
<input type="checkbox"/>	<input type="checkbox"/>	Ear/eyes/nose/sinus problems	
<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric/psychological or emotional difficulties	
<input type="checkbox"/>	<input type="checkbox"/>	Behavioral/neurological disorders/Autism	
<input type="checkbox"/>	<input type="checkbox"/>	Seizures	
<input type="checkbox"/>	<input type="checkbox"/>	Abdominal/stomach/digestive problems	
<input type="checkbox"/>	<input type="checkbox"/>	List any other medical conditions not covered above	

Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medications	
<input type="checkbox"/>	<input type="checkbox"/>	Food	

Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

Medication	Dose	Frequency	Reason

# AUTHORIZATION AND RELEASE

I hereby give my irrevocable consent and authorize the use and production by the Imaginarium of South Texas.

Initials \_\_\_\_\_

- ◇ I understand that I am not applying for employment at the Imaginarium of South Texas, and any duties I perform are as a volunteer. I agree to abide by the procedures set forth by the Imaginarium of South Texas for my assigned work duties. I also understand it is my responsibility to update any address, emergency contact, or other changes to the information on this form.
- ◇ I hereby release the Imaginarium of South Texas and take full responsibility from any liability resulting from incidents which are not the cause of negligence on the part of the Imaginarium of South Texas staff and volunteers. I have read, understood and agree to abide by all that is present in this contact, including the Code of Conduct & Museum Policies.
- ◇ By signing this application, I hereby affirm that I have read and agree to the terms and conditions set forth by the Imaginarium of South Texas.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If under 18 years of age, **Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The Imaginarium of South Texas is an equal opportunity organization and does not discriminate on the basis of race, color, national origin, sex, religion, age, sex orientation, or disability*