



Elgin Museum – Volunteer Agreement

The Moray Society / Elgin Museum wants our volunteers to enjoy a rewarding volunteering experience and believe that this will come about when you, the volunteer, commit to help us provide the best possible service and when we commit to treat you with courtesy and respect.

What you can expect from THE MORAY SOCIETY / ELGIN MUSEUM:

- Considerate treatment, respect and recognition of your value as a volunteer.
- An introduction to the organisation by a member of the Management Committee detailing the services we provide and your responsibilities as a volunteer, followed by ongoing training and updates.
- Information on the organisation's policies and disciplinary and grievance procedure.
- Consideration for your health, safety and welfare with appropriate insurance cover.
- A volunteer information folder is available on the front desk for reference.
- Your personal data will be held in the Museum's data systems for the purposes of contacting you in regard to your role as a volunteer. Your data will be held securely and will not be shared with other parties.
- The Moray Society / Elgin Museum reserves the right to refuse volunteer applications or to end the volunteering contract if it chooses to do so.

What THE MORAY SOCIETY / ELGIN MUSEUM expects from you:

- An understanding that, as a volunteer, you are an ambassador for the Museum in all your contacts with the public.
- Reliability and punctuality and appropriate dress and grooming.
- A responsible attitude and common sense for your own and others' health and safety as well as the safety of the building and its collections.
- Teamwork and co-operation with other volunteers and staff.
- An agreement to adhere to the policies, procedures and guidelines of the Moray Society and Elgin Museum as well as honesty and confidentiality in all aspects of our administration including keys, passwords etc.



ELGIN MUSEUM Volunteer Application Form

Title:..... First Name:..... Surname:.....

Address:.....

Home Phone:..... Mobile:.....

Email address:.....

Emergency Contact..... Phone.....

How would you like to be involved at Elgin Museum?

Visitor meet & greet [] IT/Clerical [] Collection Care []

Research [] Cataloguing [] Schools & Young people [] Outreach []

Library [] Fundraising [] Other.....

Please state any experience, qualifications and skills you have acquired:.....

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When are you generally available?

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Signature of Volunteer:..... Date:.....

If under 18, signature of parent or guardian:

For Office Use

Interviewer:..... Date:.....

Commencement date:.....