

Elgin Museum – Volunteer Agreement

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

- Considerate treatment, respect and recognition of your value as a volunteer.
- Introduction to the organisation by our Volunteer Mentor, your first point of call for support as a volunteer.
- Introduction to the service we provide, your responsibilities as a volunteer and initial and ongoing training and support.
- Introduction to the organisation’s policies and procedures (including Health & Safety and Emergency Actions) and access to the Volunteer information files.
- Consideration for your health, safety and welfare.
- That your personal data will be held securely and will be used only to make contact with you about our work with you, including to share museum related news, events and opportunities. It will not be shared with third parties except where you give us permission to do so. Our Privacy Policy will be shown to you at induction as part of this agreement and is available on our web site.
- The Moray Society / Elgin Museum reserves the right to decline volunteer applications or to end the volunteering agreement if it chooses to do so. In either case, the reasoning will be explained to the applicant or volunteer.

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, punctuality, appropriate dress and grooming.
- A responsible attitude and use of common sense for your own and others’ health and safety as well as the safety of the building and its collections, in accordance with our Health and Safety Policy.
- A willingness to ask for help when needed and to learn and expand your skills as a volunteer with us.
- Teamwork and co-operation with other volunteers and staff.
- Attendance at annual training and update sessions.
- 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 your work with us as a volunteer.

I confirm that I have read and understood the full terms of the agreement above.

Signature of Volunteer: Date:

If under 18, signature of parent or guardian:



Elgin Museum - Volunteer Application Form

Title: First Name: Surname:

Address:

Home Phone: Mobile:

email address:

Emergency Contact: Phone:

How do you think you would like to be involved at Elgin Museum?:

Front of house, as seasonal "Meet and Greet" IT/Clerical Collections Care Research
Cataloguing Education Outreach Library Fundraising

Other.....

Please give brief details of any skills and experience you have that might be useful, or any interests that may be relevant.

When are you generally available?

For Office Use

Interviewer: Date: / /

Volunteer proof of identification: Start date: / /