



2018 Teen Volunteer Program

Thank you for your interest in the Sam Noble Museum's teen volunteer program! In this packet, you will find an overview of the program, important dates and the necessary participant forms for you and your parent/guardian to review, sign and return to ensure a safe and fun experience.

Teen Volunteer Program

- The Teen Volunteer Program is a seven-week volunteer experience for students who have successfully completed grade 6 and not yet entered their senior year of high school. All teen volunteers must be under the age of 18.
- The first week of the program will provide museum orientation and training sessions. After that, volunteer positions will be available in the Discovery Room and at discovery carts in the exhibit galleries.
- Attendance during training sessions is mandatory.
- Teen volunteers are expected to volunteer two shifts per week, Monday through Friday, for the remaining six weeks after training. They will be mentored by museum staff and experienced adult volunteers.
- Teen volunteers may volunteer at special museum events throughout the year. The volunteer coordinator must provide prior approval in order to participate.

2018 Calendar

- **Teen Volunteer Interviews:** Saturday, May 5. The time of the interview will be sent out to all applicants in mid-April.
- **Volunteer Training:** Monday, June 4 – Thursday, June 7 from 9 a.m. – 12 p.m.
- **Fred Jones Museum Field Trip:** Wednesday, June 27 from 9:30 a.m. – 2 p.m.
- **Pizza Party:** Friday, July 20 from 11 a.m. – 1 p.m.
- **Volunteering:** Monday, June 4 – Friday, July 20. Two shifts per week.

Volunteer Shifts

Teen volunteers will sign up for two shifts per week upon acceptance into the program. The shift days and times will remain the same for the entire program. If a teen volunteer is unable to attend a scheduled shift, the volunteer coordinator must be notified at least one week in advance. Make-up days are not required, but can be arranged depending on shift availability. Shifts are normally Monday through Friday 10 a.m. – 12:30 p.m. and 1:30 – 4:30 p.m. Shift availability will be confirmed once museum staffing has been finalized in mid-April.

Lunch

Lunch is scheduled from 12:30 – 1:30 p.m. Teen volunteers may bring their lunch and store it in the volunteer lounge refrigerator or purchase lunch from the café. Teen volunteers may not leave the museum for lunch.

If you have any questions regarding the information contained in this document, please contact Lindsey Kaib, volunteer coordinator, at lindsey.harms@ou.edu or (405) 325-1652.



2018 Teen Volunteer Program

Forms:

- ***Liability Release, Waiver, Discharge and Covenant not to Sue*** – This form must be completed in full and signed by a parent/guardian and teen volunteer before beginning any program at the Sam Noble Museum.
 - ***Emergency & Medical Information*** – This form is critical for the Sam Noble Museum staff to know who to contact in the event of an emergency and if a teen volunteer has any health concerns.
 - ***Pick Up Authorization*** – This form is intended to provide the Sam Noble Museum with information regarding the individuals permitted to pick up teen volunteers. Please fill out ***ONE***:
 - ***Pick Up Authorization***: Only the listed adults may sign the teen volunteer out. One of the authorized adults must accompany the teen volunteer into the museum to sign in and escort them out of the building after sign-out.
- OR**
- ***Youth Self Check-In and Check-Out Authorization***: The teen volunteer may sign themselves in and out of the program. They do not need an authorized adult to enter and exit the building with them.
 - ***Sam Noble Museum Teen Volunteer Program Code of Conduct*** - This form reviews best practices for creating a fun, safe and educational environment.
 - ***Sam Noble Museum Teen Volunteer Program Participant Agreement*** – This form lists expectations of the teen volunteer and parent/guardian if accepted into the program.

Drop-Off and Pick-Up Procedure:

- Parents/guardians of teen volunteers must sign their child in and out at drop-off and pick-up. No teen volunteer will be released without the signature of an authorized parent or guardian; ID may be requested.
- Upon arrival, parents/guardians must park their vehicle in the museum parking lot and enter the building through the entrance marked “Staff entrance.” A museum staff member will meet the teen volunteer and their parent/guardian at the security office.
- If someone other than an individual listed on your *Pick Up Authorization* form will be picking up the teen volunteer, a parent/guardian must contact the volunteer department at (405) 325-1652.
- If the *Youth Self Check-In and Check-Out Authorization* is signed, the teen volunteer can sign themselves in and out. A parent/guardian does not have to enter the museum.

Dispensing Medicine:

Museum staff cannot dispense medication of any kind. Teen volunteers are not allowed to carry medication with them in the museum, unless it is medically necessary (as in the case of inhalers, epi pens, insulin etc.) and discussed with museum staff before the program begins. If a teen volunteer has a special health need, please note this on the *Emergency & Medical Information* form in this packet and contact the volunteer department at (405) 325-1652 for accommodations.

Emergency Procedures:

- All Sam Noble Museum staff receives training on emergency policies and procedures.
- In case of a fire, the building is equipped with fire alarms and sprinkler systems.
- In case of a tornado, staff will move teen volunteers to the designated safety locations in the building.
- Sam Noble Museum staff will stay with teen volunteers at all times.
- In case of a medical emergency, we will call 911 and notify the parent/guardian listed on the *Emergency & Medical Information* form.



LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE

This is a legally binding liability release, waiver, discharge and covenant not to sue executed between:

Full Legal Name of Participant: _____

Participant's Address: _____

and

Full Legal Name of Parent/Guardian: _____

Parent/Guardian's Address: _____

Circle relationship to minor: ☐ **Parent** ☐ **Legal Guardian**

and

the State of Oklahoma, ex rel., The Board of Regents of the University of Oklahoma,

660 Parrington Oval, Suite 213, Norman, Oklahoma 73019.

I.0 I, the undersigned request that (*Minor's Name:*) _____
(*"Participant"*) be granted permission to participate in the following activity/trip: **Sam Noble Museum's Teen Volunteer Program** (*"Activity"*), to be held by the Sam Noble Oklahoma Museum of Natural History, an entity of the University of Oklahoma.

2.0 In consideration of the *Participant* being permitted to engage in the *Activity*, we do release, waive, forever discharge, indemnify and covenant not to sue the Institution, its governing board, officers, members, agents, employees, volunteers, representatives and any students acting as employees (*"Releasees"*). We agree to hold harmless, defend and indemnify the *Releasees*, for any and all loss and liability for any harm, injury, damage, claims, demands, action or right of action of whatsoever kind of nature, either in law or in equity, costs, and expenses of any nature including costs and attorney's fees which *Participant* may have now or in the future arising from their participation in the *Activity*. The release, waiver, discharge and covenant not to sue includes any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by *Participant* or by any property belonging to parents or guardians, whether caused by the negligence or carelessness of the *Releasees*, or otherwise, while *Participant* is in, on, upon, or in transit to or from the premises where the *Activity*, or any adjunct to the *Activity*, occurs or is being conducted. It is our express intent that this release and hold harmless agreement shall bind the members of *Participant's* family, if *Participant* is alive, and *Participant's* family, next-of-kin, estate, heirs, administrators, personal representatives, or assigns, if *Participant* is deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant Not to Sue" the Above-Named *Releasees*. *Participant's* Parent/Guardian further agrees to save and hold harmless, indemnify, and defend *Releasees* from any claim by *Participant* or *Participant's* family, arising out of *Participant's* participation in the Sam Noble Museum's Teen Volunteer Program.

3.0 I understand there are risks for the *Participant* when taking part in the *Activity*. The most extreme risks could be, but are not limited to, property damage or loss, injury, and death. I also understand there may be risks associated with travel associated with driving to or from the *Activity* location(s). I as a Parent/Guardian have discussed the risks with *Participant*. The *Participant* and I understand and agree to follow the *Activity's* rules and policies and applicable University rules and policies. Failure to comply with rules, policies, or any other rule established by the *Activity* may result in the *Participant's* immediate removal from the camp/activity. I waive any claim for refund or any other contract right upon removal.

4.0 I understand and agree that *Releasees* do not have medical personnel available at the location(s) of the *Activity*. I grant permission to authorize emergency medical treatment, if necessary, to the *Releasees*. I understand and agree that *Releasees* assume no responsibility for any injury, damage, or costs, which might arise out of or in connection with emergency medical treatment. I further state that there are no health-related reasons or problems, which preclude or restrict the *Participant's* participation in the *Activity*. The *Participant* has adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury, and/or the *Participant's* parent/guardian will be responsible for all medical costs.

5.0 I understand and agree that *Participant* may leave the University site for participation in activities within the Norman, Oklahoma and the greater Oklahoma City metropolitan areas and hereby release the University from any and all claims with respect to any injury to my person or property upon another person's or entities' lands.

6.0 I understand that The University of Oklahoma, produces promotional material relating to its programs. I understand that as a *participant* and/or a spectator at the *Activity* that *Participant* may be included in videotapes or photographs taken during the *Activity*. Therefore, without reservation or limitations, I, the undersigned, hereby assign, transfer and grant to The University of Oklahoma, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the *Participant* and to utilize such videotapes and photographs and *Participant's* name, face likeness, voice and appearance as a part of the *Activity*, in advertising and promoting the *Activity* or in advertising and promoting similar future events at no charge.

☐ **YES, I agree to the photo/video release.**

☐ **NO, I do not agree to the photo/video release.**

7.0 I certify that I have read and understand the *Activity* rules and have explained said rules to *Participant*. I understand and agree to notify the **Activity Supervisor** or **Education Office representative** at (405) 325-1008 immediately of any injuries sustained by *Participant* as a result of the *Activity* and of any inappropriate behavior experienced by *Participant* related to the *Activity*. I also understand and agree that should any issues of sexual misconduct, harassment or assault occur, I will immediately report those to both the Education Office at the Sam Noble Museum at (405) 325-1008 as well as the University's Sexual Misconduct Officer, Kathleen Smith at 405-325-2215, www.ou.edu/home/misc.html.

8.0 I agree to pick-up and drop-off *Participant* only at the designated places and times. Should I fail to timely pick-up *Participant* at the designated area, I understand the *Participant* will be taken to the Sam Noble Museum Security Office for pick-up. Failure to timely pick-up *Participant* may result in immediate withdrawal from the *Activity*.

9.0 I understand that this liability release, waiver, discharge and covenant not to sue is a binding contract. I have carefully read the entire document and fully informed myself of its content. Further, I state that I have reviewed the document and *Activity* rules with the *Participant*. No oral or written amendments have been made to this document. Signing the liability release, waiver, discharge and covenant not to sue executed is my free and voluntary act.

10.0 I agree that this liability release, waiver, discharge and covenant not to sue shall be construed in accordance with the laws of the State of Oklahoma. If any term or provision of this document shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

11.0 I, *Participant's* Parent/Guardian further state that I am *Participant's* parent or legal guardian and I am fully competent to sign this agreement. I am signing this document to complete the agreement between myself, the *Participant*, and the *Releasees*. I intend for this liability release, waiver, discharge and covenant not to sue to bind *Participant's* family, estate, heirs, administrators, personal representatives, or assigns. I understand that by signing this document, I give up substantial rights that I or the *Participant* would otherwise have to recover damages for any loss occasioned by *Releasees'* fault, and I sign it voluntarily and without inducement.

THIS IS A RELEASE OF LEGAL RIGHTS. READ BEFORE SIGNING.

THIS LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE
IS VALID FOR ONE (1) YEAR FROM THE DATE IT WAS SIGNED.

PARENT/GUARDIAN

Name and Relationship to Participant

Date

MINOR/PARTICIPANT

Signature

Date



PARTICIPANT INFORMATION

CHILD'S NAME:		DATE OF BIRTH:
PROGRAM NAME:		
DATES:	START: May 5, 2018 END: July 21, 2018	

CONTACTS FOR PARENT(S)/GUARDIAN(S)

1. NAME:		RELATIONSHIP:
HOME PHONE:	WORK PHONE:	CELL PHONE:
2. NAME:		RELATIONSHIP:
HOME PHONE:	WORK PHONE:	CELL PHONE:
The Sam Noble Museum is given permission to contact the following in case of emergency should a parent or guardian not be available during program hours.		
NAME:		RELATIONSHIP:
HOME PHONE:	WORK PHONE:	CELL PHONE:

MEDICAL INFORMATION

In the event of a medical emergency, the Sam Noble Museum is given permission to contact 911.		
ALLERGIES:		
HEALTH NEEDS:		
PHYSICIAN:		PHONE:
HOSPITAL:		PHONE:

PARENT/GUARDIAN SIGNATURE:	DATE:
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Parent(s)/guardian(s) of children up to age 17 must sign children in and out at drop off and pick up. No child will be released without the signature of an authorized parent or guardian; ID will be requested. **Parents/guardians must park their vehicles and enter the museum to sign children in and out.**

PARTICIPANT INFORMATION

CHILD'S NAME:		
PROGRAM NAME:		
DATES:	START: May 5, 2018	END: July 21, 2018

PICK UP AUTHORIZATION

The following persons are authorized to pick up my child. **I fully understand that under no circumstances will the Sam Noble Museum staff be allowed to release the above child to anyone unless listed below.** I further understand that individuals may be asked to show a valid ID. Parents and/or Guardians must be listed also.

NAME	PHONE NUMBER

By signing this, I acknowledge that I have read all the above information related to transporting my child and I have instructed my child that they are to leave with no one unless listed above.

PARENT/GUARDIAN SIGNATURE:	DATE:
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-----OR-----

YOUTH SELF CHECK-IN AND CHECK-OUT AUTHORIZATION

My child has permission to sign him/herself in or out of the museum. I indemnify and hold harmless the Sam Noble Museum and the University of Oklahoma and its staff from and against any and all liability from my child's actions after he/she is signed out.

PARENT/GUARDIAN SIGNATURE:	DATE:
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Sam Noble Museum Teen Volunteer Program Code of Conduct

The Sam Noble Museum is committed to providing a fun, safe and educational experience. To uphold this commitment, we ask that all teen volunteers be respectful toward themselves, peers, staff and their environment. Please take the time to review this document and indicate your understanding and willingness to abide by the Sam Noble Museum Teen Volunteer Program Code of Conduct by signing below.

Teen Volunteers Should:

- Contribute positively to the experience of the group.
- Follow all instructions given by Sam Noble Museum Teen Volunteer Program staff.
- Participate in all activities to the best of their ability and not disrupt the participation of others.
- Treat all teen volunteers and staff members with respect and refrain from name calling, teasing, bullying, pushing, throwing objects and hitting.
- Respect Sam Noble Museum exhibits, collections objects and all other property.
- Respect all visitors and provide them with meaningful educational opportunities.

Teen Volunteers Should Not:

- Use phones, electronics or other distracting items during designated volunteering time or program sessions.
- Leave any program area without permission from a teen volunteer program staff member.
- Sleep in the gallery or lie on furniture at any time.
- Bring items such live animals, plants or other organic materials into the Sam Noble Museum.
- Bring food or drinks into the galleries.
- Read books in the gallery. (May be used during break.)

Statement of Understanding:

- I understand that, as a teen volunteer, I must abide by the policies and rules of the University of Oklahoma as well as the policies and rules of the Sam Noble Museum.
- I understand that the Sam Noble Museum has a zero tolerance policy regarding discrimination, bullying and other forms of intolerant or negative behavior.
- I understand that due to staffing considerations the volunteer shifts I signed up for might change without notice.
- I further understand that failure to follow the Sam Noble Museum Teen Volunteer Program Code of Conduct may result in the following actions:
 - A reminder
 - A verbal warning
 - A conversation about my behavior and notification of my parent or guardian
 - A formal conversation with my parent or guardian about my behavior
 - Immediate dismissal from the program

My parent/guardian and I have reviewed and understand the Sam Noble Museum Teen Volunteer Program Code of Conduct.

Teen Volunteer Signature and Date

Parent/Guardian Signature and Date



Sam Noble Museum Teen Volunteer Program Participant Agreement

Teen Volunteer Agreement:

I agree that, if I am accepted into this program, I will:

- Attend each training session
- Attend on the days that I have been scheduled (unless illness or family emergency prevents me from doing so)
- Call and notify staff immediately if I am unable to attend on a scheduled day
- Adhere to the program policies and procedures as outlined in the Teen Volunteer Manual
- Abide by the following dress code:
 - Blue jeans, khaki or black pants, capris or skirt (knee length or longer) in good condition with no holes; no athletic pants
 - Teen Volunteer T-shirts (previous years' shirts may be worn)
 - Comfortable closed-toe shoes (example: sneakers). Sandals, flip-flops and high heels are not acceptable.
 - No hats; no shorts
- Leave my cell phone with a teen volunteer program staff member while I am in the galleries

Teen Volunteer Signature and Date

Parent/Guardian Agreement:

I understand the conditions under which my child will be volunteering and I agree to support my child's application for participation in this program. If accepted, I will see that he/she:

- Attends each training session
- Attends all scheduled work days or notifies staff if unable to attend
- Adheres to the program policies and procedures as outlined in the Teen Volunteer Manual

Parent/Guardian Signature and Date
