



Process for New Volunteers

WELCOME to a new “family of friends” here at Old Cowtown Museum. We want to assist you in every way possible to get oriented and begin your volunteer experience. Our procedure is as follows:

1. Fill out a volunteer application and submit to the Volunteer Coordinator for acceptance.
2. The Volunteer Coordinator will call or email you to set up a Basic Orientation. You may reach the Volunteer Coordinator at 316-350-3317.
3. If you are interested in “Behind the Scenes” volunteering, sign up for non-costumed volunteer opportunities.
4. In street clothes, spend time in each interpretive site to familiarize yourself before making the decision of which areas you are interested in or which auxiliary group appeals to you.
5. If you choose to pick one of the groups (Dixie Lee, Entre Nous, or Baseball) they have their own orientation process.
6. If you choose to be an “unaffiliated” volunteer you will work alongside a museum staff or volunteer to learn the area of interest.
7. To get you started, schedule an appointment to meet with the Clothing Coordinator to get your basic outfit.
8. Once outfitted, alert the Volunteer Coordinator of the times you wish to volunteer.
9. Become familiar with the history of Wichita, Kansas, and nationwide from 1865-1880 by reading suggested materials listed in the Basic Orientation handbook (if you are in costume, the visitors perceive you as a person who knows all the history and the answer to all their questions!)
10. Read suggested material specific to the site or group you will be interpreting.
11. Work with Museum-staff or volunteers. Over time you will acquire the knowledge and skills to interpret on your own.
12. After you have volunteered for four (4) times, the Volunteer Coordinator will contact you to gauge your interest level (sometimes doing it is not as fun as watching someone else doing it!) If you wish to continue, the Volunteer Coordinator will submit a required background check to the city of Wichita to enable your prolonged volunteering.
13. ****Prior to handling, displaying, carrying, or possessing firearms/weapons on the grounds of Old Cowtown Museum, all individuals must have completed a designated firearms/weapons safety-training course that covers OCM rules and guidelines relevant to their usage.**
 - a. No one under 21 may discharge a firearm.
 - b. Persons over the age of 16, with the expressed approval of OCM staff, may take a required training course to carry non-firing replica weapons.
 - c. Volunteers must have at least three months of active service and no less than 50 hours of active on grounds volunteer activity at Old Cowtown Museum to be eligible for firearms/weapons training.
14. Work towards outfitting yourself (we have a limited amount of clothing in our wardrobe closet to borrow)
 - a. Construction: Old Cowtown has many period patterns and wardrobe reference guides if you are interested in constructing your own wardrobe. All fabric must be pre-approved prior to purchase.
 - b. Ready-Made Purchases: There are a number of catalogs and websites offering period clothing. Please check with Volunteer/Education/Interpretive staff **before** buying items to avoid costly purchases that are inappropriate for our time period. Remember: You purchase at your own risk. If the items are not period correct, you may be told that they cannot be worn or used on grounds while volunteering for the museum. We want you to be satisfied with your volunteer experience and want to avoid any problems you might encounter if your costume isn't quite historically accurate. Period clothing approval forms are available to submit your pattern and material for any garment you plan to make or have someone else make.

OLD COWTOWN MUSEUM VOLUNTEER APPLICATION

Date _____ Email _____

Name _____

Address _____

City _____ State _____ ZIP _____

Phone:

Home _____ Work _____ Cell _____

Place of work (opt.) _____

Can we call you at work? _____ Birthday month/day (year opt.) _____

(All volunteers under age 16 must be accompanied by parent/guardian while volunteering)

Spouse/children/parents (opt.) _____

Other volunteer/community activities _____

Education/special training _____

Ever volunteered here before? Is so, when? _____

Days and times most available _____

Indicate on the back the areas of volunteering that interest you.

List name, address, phone number, and nature of your relationship of 3 people, not relatives, who know your character, experience or abilities:

Reference 1

Reference 2

Reference 3

I certify that answers given herein are true and complete to the best of my knowledge. I authorize an investigation of all statements contained in this application as may be necessary in arriving at an acceptance decision. In the event of acceptance, I understand that false or misleading information given in my application or interview may result in dismissal from the volunteer ranks. I am aware that acting as a volunteer does not make me an employee of the Museum. I understand, also, that I am required to abide by all rules and regulations of Old Cowtown Museum.

Signature of Applicant _____ Date _____

I _____, authorize Old Cowtown Museum to receive information from any law-enforcement agency, including police departments and sheriff's departments, of this state or any other state or the federal government, to the extent permitted by state and federal law, pertaining to any convictions I may have had for violations of state or federal criminal laws, including but not limited to convictions from crimes committed upon children.

I understand that such access is for the purpose of my application as a volunteer, and that I expressly DO NOT authorize Old Cowtown Museum, its directors, officers, employees or volunteers to disseminate this information in any way to any other individual, group, agency, organization or corporation.

I certify that I have read and agree to the statement above.

Signature of Applicant _____ Date _____

Return this application to: Volunteer Coordinator, Old Cowtown Museum, 1865 Museum Blvd., Wichita, KS 67203

Questions? 316-350-3317 or website www.oldcowtown.org or email ahorsch@wichita.gov

