



**VOLUNTEER  
PROGRAM  
HANDBOOK**

Created 2017

For information about the Sacramento County Historical Society Volunteer Program, visit  
[www.sachistoricalsociety.org/volunteers](http://www.sachistoricalsociety.org/volunteers).

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## Using This Volunteer Handbook

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This handbook is intended primarily for use by those who are serving as leads for volunteers with the Sacramento County Historical Society. As such, it contains information, policy, and guidelines for how volunteers are to be recruited, registered, trained, and separated.

This handbook may also be useful for volunteers who are seeking to understand the volunteer program in general.

This handbook is a work in progress and will be amended and added to as the Volunteer Program grows and develops. Volunteer leads are advised to ensure they are referencing the most current version of the handbook by accessing the handbook on the Society website ([www.sachistoricalociety.org/volunteers](http://www.sachistoricalociety.org/volunteers)).



## Introduction

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### Mission

The purpose of the Sacramento County Historical Society is to preserve the heritage of the Sacramento region, to promote a greater awareness of regional history, to act as a resource for inquiries regarding local area history, and to educate the public about the importance of Sacramento County's history.

The organization was formed to accomplish four objectives:

- To preserve the historical heritage of the Sacramento region with an emphasis on Sacramento County;
- To promote a greater awareness of our regional history;
- To act as a resource for inquiries regarding local area history; and,
- To educate the public with regard to the importance of Sacramento's History.

In the spirit of these objectives, we aspire to share our regional heritage from the classroom to the boardroom, elevating and showcasing our shared history in California and the Nation.

Together, we can all make a difference through projects and programs that proudly educate all of us in the value of learning about where we've been, and in understanding where we are going in order to build a brighter future.

### The Value of Volunteers

At its essence, the SCHS exists as a voluntary organization created to achieve a mission, and how to do this is open to infinite possibilities.



Volunteers are essential to the achievement of that mission, but to make the volunteer experience successful for both the organization and the volunteers themselves, an effective volunteer engagement program is fundamental.

The SCHS volunteers are the force that takes our mission, with its inherent intentions and values, and turns it into services and products that are meaningful, relevant, and useful to our members and the greater public.

The Society, in turn, needs to ensure that volunteerism is valued by the organization and is recognized and nurtured appropriately.

We need to recognize and reward our volunteer force, because to meet their needs and concerns is to ensure we are responding to and serving our members.

The Society/volunteer relationship can be amazingly and wonderfully reciprocal and mutually beneficial. It truly is a win-win situation.

### **SCHS Volunteer Definition**

A Sacramento County Historical Society Volunteer is an individual serving under the direction of an SCHS Volunteer Program Lead or Supervisor who, of his or her own free will and without compensation or financial gain, contributes services to assist the Society in the accomplishment of its mission.

Volunteers are not considered employees within the legal meaning of the term and do not have the same rights as employees.

## Recruiting Volunteers

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Effectively recruiting volunteers involves both preparation and active recruitment and screening of prospective volunteers.

If a strong foundation is not put in place through thorough preparation, it becomes much more difficult to develop a successful volunteer program.

Preparation involves thinking through each project or program that will utilize volunteers, putting together a plan for that project or program, and then developing specific duty statements for what volunteers will be doing in support of that project or program.

Once that foundation is laid, prospective volunteers can be effectively recruited and screened to then be placed in positions that benefit both the volunteer and the Society.

### Preparing Volunteer Duty Statements

We should be clear about what we expect from each of our volunteers. Volunteers deserve to know what we expect from them.



To recruit volunteers for a specific role or job, we need a clear job description from which to develop advertisements and to provide to any potential candidates.

Therefore, each volunteer should have a job, or task, description. Certain aspects of the duty statement are required and others are optional. \*Required sections are marked with an asterisk below.

#### Volunteer Title \*

Volunteer titles should be easy to understand and help to explain the role/job to be performed.

Catchy, interesting titles are encouraged but resist using such a title at the expense of clarity. People want to be able to quickly explain to friends and family what they do as a volunteer and a clear, easily understood title is one way they can do this.

#### General Duties and Responsibilities \*

Describe in general terms the duties and responsibilities of the job.

Ascribe each with a percentage or range of percentages to indicate how much of the total job that duty or responsibility is expected to fill.



### Specific Tasks to be Performed

Describe the tasks that need to be performed to carry out the duties and responsibilities identified above.

Be specific, but only as much as is appropriate or warranted for the duty or responsibility. That is, some duties must be done in a specific way such as producing the labels for a mailing. Other duties can be achieved any number of ways, and many volunteers will want to develop their own methods to carry out the duties and responsibilities of their job.

Be mindful of this as you specify the tasks to be performed.

Include any required or recommended time interval as appropriate for certain tasks, such as checking an email box twice a week.

### Level of Expertise/Education Needed/Recommended for Job

This is a somewhat tough part of the duty statement, but it is incredibly useful, if not necessary, for some volunteer jobs.

You want to be upfront and honest with the volunteer about what he/she needs to know or be able to do to be successful in the job, but you also don't want to scare everyone off.

Ultimately you'll have to decide the right amount of information to provide in this section of the duty statement based on the job you are describing.

This is a section that it is particularly useful to get feedback on from a second person, possibly someone who doesn't have a familiarity with the job who can let you know if the information provided is clear without being off-putting.

### Time Expectation/Commitment (hours and weeks/months) \*

How many hours per week should the volunteer plan to work? Or per month?

Will it last a limited period of time, if so, how long? Do you need your volunteer for the summer, for a season?

Does the work need to be done on a weekend or a specific date?

Does the volunteer need to be available during a certain time, on certain days of the week?

### Work Location \*

Indicate if the job, or any specific duty or responsibility of the job, needs to be conducted at a specific location. If so, where?

Indicate, if known, any transportation options available to assist volunteer in reaching location such as public transportation, parking availability, or ride sharing with other volunteers.

### Equipment and Materials Needs \*

Indicate if the job requires access to any specific equipment or materials. If so, what are they? How should the volunteer plan to acquire the needed materials?

### Volunteer Supervisor \*

Include contact information for the individual to whom the volunteer reports. Indicate preferred method(s) of contact.

### Training and Support Resources Available to Volunteer

Describe any training or other resources that are available to help with carrying out the volunteer job.

Training might include things like online videos or tutorials, or in-person training provided by the volunteer supervisor or another individual.

Resources might include books to read or individuals to talk with.

## **Finding Volunteers**

Once programs and projects have been developed and volunteer duty statements written, recruitment should begin through a variety of methods and media.

It is important to remember to be patient and persistent, particularly in the initial stages. As the volunteer program grows, the volunteers themselves will spread the word and become some of our best resources for recruitment.

One of the most effective ways to recruit volunteers is through personal contact. Invite people to help by asking them.

Look for opportunities to spread the volunteer program message. Society events such as our monthly programs should include a volunteer program pitch of some kind.

When the Society is represented at outside events, those representing the organization should be prepared to share information about the volunteer program its needs.



Handouts related to the volunteer program should be taken to all such events whenever feasible.

## Screening Potential Volunteers

Finding the right volunteers is extremely important to the success of our programs.

A potential volunteer should provide some information about his/her interests and experience and be interviewed. Depending on the volunteer's duties and responsibilities, a background check may be warranted (see below for more information).



### Volunteer Application

Individuals interested in serving as volunteers should be asked to provide information about their interests to help determine which volunteer jobs/tasks would be the best fit for each individual.

Potential volunteers should also provide information about their experience and knowledge/skills. This can help identify both those jobs that fit with the volunteer's capabilities as well as identify areas where training and/or additional initial assistance may need to be provided by the volunteer's lead/supervisor.

The SCHS Volunteer Application may be used for this purpose, but is not required.

Requests from potential volunteers may be submitted to the Volunteer Program Coordinator or to any Volunteer Program Lead, who will review the volunteer's interests and experience and consider them against available volunteer opportunities.

If a request has been submitted to the Volunteer Program Coordinator, he/she will either move to the interview process for the prospective volunteer or will forward the request to the appropriate Volunteer Program Lead for follow up.

Volunteer Program Leads may ask for assistance from the Volunteer Program Coordinator with volunteer request review and in preparing for and conducting an interview.

Personal information as defined under State law is not collected as part of the Volunteer Application form. Any personal information that may be submitted with the form, such as on a resume, will be redacted prior to retention of the form and any attached paperwork.

### The Interview Process

The person or people conducting the interview should be knowledgeable about the project(s) or program(s) seeking volunteers and their needs.

During the interview he/she should:

- Provide general information about SCHS and our mission and values.

- Provide detailed information about the project(s) or program(s) and be able to answer the volunteer's questions.
- Assess the volunteer's interest in working on a specific project or program

Think of the interview as really just a conversation with a purpose. This conversation provides a framework for us to get to know the prospective volunteer and for the volunteer to get to know us and our organization.

Information obtained in the interview is then used to assess suitable placements for the prospective volunteer that are beneficial for both him/her and us.

Interviews will vary based on the prospective volunteer's interests and the needs of the society. The more complex the volunteer opportunity that is being considered, the more intensive the interview/conversation will become.

Less intensive volunteer opportunities and group projects will generally be handled more informally, sometimes including only simple record keeping rather than a true screening process.

In general, the interviewer should follow this general process:

- Introduce him/herself, the society, and the program(s) or project(s). Interviewer should set a comfortable but professional tone for the interview, give the candidate an overview of the interview structure, and state the time limit.
- Ask comprehensive, open-ended questions, beginning with broad questions and moving to more specific ones to draw out the information that will help with volunteer placement.
  - Find out not only his/her current skills but also what skills he or she wishes to develop through volunteer activities. This is a valuable means of evaluating the tasks that should be assigned to ensure the most positive volunteer experience.
- Discuss key elements of the work needed for the program or project, including specific duties, expectations, training offered, and benefits of the position.
- Close the interview by letting the candidate know where you are in the interviewing process and what the next steps will be.

NOTE: If a volunteer is accepted into our program, the period of time between the interview and the start of the volunteer service should be as short as possible.

### Background Checks

It is important that the Society minimize any risks to the organization, our members, and the public participating in our programs by ensuring background checks are conducted for prospective volunteers when warranted.

A criminal history background check, including fingerprinting, is required prior to a volunteer performing any of the following activities:

- Supervising or having exclusive control over minors; or,

- Having independent access to security systems or large sums of cash (amount to be determined by SCHS president).

Background checks will be managed by the Volunteer Program Coordinator.

Prospective volunteers requiring a background check will complete a Volunteer Confidential Information Form, which will be used by the Volunteer Program Coordinator to obtain a background check. The cost of the background check will be paid by the SCHS.

## Registering Volunteers

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Volunteers can be registered by the Volunteer Program Coordinator or any Volunteer Program Lead.

In some situations, the Volunteer Program Coordinator or a Volunteer Program Lead can designate another individual to register volunteers such as a Volunteer Supervisor.

Registration of volunteers involves different documentation depending on whether the volunteer is taking on a long-term (more than three days) or short-term (three days or less) assignment and whether he or she is an adult or a juvenile.



This chapter of the handbook discusses the basic registration forms used.

### Volunteer Service Agreement

The SCHS Volunteer Service Agreement is the form used to register all long-term volunteers, defined as working more than three days.

It addresses various issues related to the relationship between the volunteer and the Society.

In specific situations, the Volunteer Service Agreement may be modified by written consent of the volunteer and the Society to address exceptional circumstances.

To obtain this consent, Volunteer Program Leads must contact the Volunteer Program Coordinator, who must approve any modification to the agreement.

If the volunteer is a juvenile, the Volunteer Service Agreement must be accompanied by a signed Parental/Guardian Permission for Juvenile Volunteers form.

When completed, the Volunteer Service Agreement (and Parental/Guardian Permission for Juvenile Volunteers form, if applicable) should have the Volunteer Duty Statement attached to it and be maintained in the SCHS files.

### Special Project or Activity Volunteer Agreement

Volunteers assisting with a short-term project or assignment, which is defined as three days or less, are registered using the Special Project or Activity Volunteer Agreement.

Like with the Volunteer Service Agreement, the Special Project or Activity Volunteer Agreement should have the Volunteer Duty Statement attached to it and be maintained in the SCHS files.

Minors/juveniles signing the Special Project or Activity Volunteer Agreement need to have a parent or guardian sign a Parental/Guardian Permission for Juvenile Volunteers form and attach it to the Special Project or Activity Volunteer Agreement.

## Juvenile Volunteers

Juveniles are defined as individuals under the age of 18. They may register and serve as Society volunteers if they provide written consent from at least one parent or legal guardian in the form of the Parental/Guardian Permission for Juvenile Volunteers form, which is then attached to the Volunteer Service Agreement or the Special Project or Activity Volunteer Agreement.

The Society reserves the right to accept or deny any juvenile volunteer based on:

- Program/operational needs;
- The applicant's maturity and knowledge/experience;
- The applicant's demonstrated interest in Society programs and projects; and
- The availability of adult supervision.

Juvenile volunteers must be assigned an adult supervisor. Arrangements for this supervision must be approved by the SCHS President or Volunteer Program Coordinator.

## Orienting and Training Volunteers

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Orientation and training of volunteers are two distinct activities, although they can be combined into one session depending on specific situations.

Orientation is intended to help the volunteer feel welcome and to understand the larger context within which he/she is working. Training provides specific information needed to carry out the volunteer assignment.

An effective orientation and training program improves both the efficiency and effectiveness of our organization and increases satisfaction among our volunteers.



### Orientation

Orientation is intended to help the volunteer feel welcome, give him or her an overview of the Society, and address the basics of the volunteer position.

Orientation should ideally be performed by the Volunteer Program Coordinator or Volunteer Program Lead as appropriate based on the nature of the volunteer assignment. In certain situations, orientation can be performed by a Volunteer Supervisor at the request of the Volunteer Program Coordinator or a Volunteer Program Lead.

The individual or member jointly conducting the orientation should:

- Provide an overview of the Society, its history and its mission;
- Make the volunteer feel welcome, provide for introductions if the orientation is taking place in a group format or at an event or meeting;
- Provide a detailed outline of the volunteer's assignment (the where, what, when, why, and with whom of the volunteer's assignment); and
- Inform the volunteer of any performance standards that will be used for evaluation (not all assignments are appropriate for evaluation, see Evaluation chapter below).

### Training

Training is intended to give the volunteer knowledge or skills needed to perform the specific volunteer assignment.



For this reason, training will naturally vary in length and methods. Some assignments will require more detailed, hands-on training, while others may be accomplished in a short time and take a simpler presentation/discussion format.

Because training is specific to the volunteer assignment, it should be performed by either the Volunteer Program Lead or the Volunteer Supervisor, depending on the nature of the assignment.

Leads and Supervisors are encouraged to contact the Volunteer Program Coordinator for assistance with training development and presentation.

All training should be accompanied by some form of written materials so that volunteers can refer to information after the fact. Some assignments may require a simple one-page list of bullet points while others should include more substantial information.

Volunteer Program Leads and Supervisors are encouraged to work with the Volunteer Program Coordinator in the development of written materials for volunteer training.

There are two stages to volunteer training:

1. Initial training to introduce the volunteer to his/her assignment; and,
2. Periodic recurrent refresher or new information training to keep a volunteer effective and up to date.

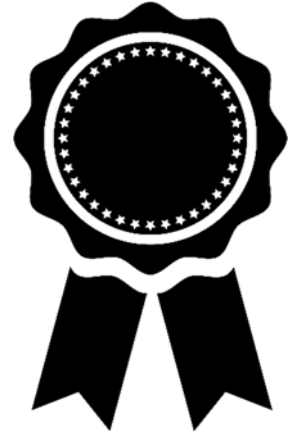
Volunteer training should, as appropriate to the specific assignment:

- Be planned to directly address the knowledge, skills, and abilities required, or optimal, for the assignment;
- Be as specific to the assignment as possible;
- Be realistic in length and complexity (keep in mind that volunteers have other things pressing on their time and attention);
- Use experienced volunteers and leads/supervisors to help plan and present the training;
- Allow for joint training experiences with groups of volunteers who can learn together and from one another.

## Retaining Volunteers

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A successful volunteer program will maximize volunteer retention by ensuring that volunteers feel welcome and wanted, are shown how their work helps the Society achieve our mission, are recognized and rewarded for their contributions, and know they are working as an integral part of a team. Some of this is achieved through a robust orientation and training program, others are discussed below.



### Motivation

To retain volunteers we need to be aware of what motivates and leads each one to feel satisfied with the time he or she donates to our organization.

Skills Development: Some volunteers want to bring their expertise, whether it is their marketing background, computer experience, or people skills. Others may volunteer to enhance certain skills or maintain ones they already possess. Still others come with the desire to learn something new.

Personal Growth: Many volunteers come to an organization hoping to expand their horizons. Others simply want to use their volunteer service as a way to cultivate new interests. Another portion will use their volunteering to aid them in making career or education choices.

Challenge: Volunteers enjoy challenging tasks and look for chances to step up to the next level. If this sense of challenge is lacking, volunteers will not generally continue service with an organization. We must make sure we give our volunteers some interesting, more challenging activities along with the more “routine” assignments.

Contact with Members/Public: Some of the most rewarding work for volunteers can be direct contact with the individuals our organization serves. They can see the direct benefits of their work through such interaction. Sometimes a volunteer’s greatest motivation to continue his or her service is a heartfelt “thank you” from a member of the public. For other volunteers, the social interaction, including with other volunteers, is what motivates them to give of their time.

A key to ensuring a volunteer continues to give of his or her time is to make sure the assignments given align with the motivations that individual has for volunteering. This is why communication with volunteers should be ongoing and two-way—program leads and volunteer supervisors can find out through such communication how to tailor assignments to keep the volunteer happy and motivated.

## Recognition and Rewards

Another integral part of volunteer retention is recognizing and appreciating the time and effort volunteers bring to our organization.

We must emphasize to our volunteers the importance of their contributions; volunteers who stay are ones who feel they are making a significant impact.



Although often overlooked, a simple “thank you” for a job well done goes a long way. The Internet offers hundreds if not thousands of ideas for recognizing and rewarding volunteers.

Consider such things as thank you notes or cards, a card or small gift at holiday time, an article in the Golden Nuggets newsletter, or even asking that the board meeting minutes record a volunteer’s contributions.

As our volunteer program grows, we will develop overall recognition/rewards offerings and will add them to this handbook.

If you have ideas for recognition/rewards at the Society or individual program/project level, please bring them to the attention of the Volunteer Program Coordinator or a Program Lead.

It is important not only to recognize volunteers within an organization but also to promote their accomplishments within the larger community.

We can use the methods and media we already use to publicize our programs to acknowledge our volunteers’ important work and accomplishments as well.

This includes trying to place articles about our volunteers in local media outlets.

## Assessment

Volunteer assessment, or evaluation, can obviously be a difficult subject. However, it is integral to the success of our programs and projects that volunteers be provided with feedback when improvement is needed and with praise for work well done.

Volunteer assessment does not have to be an intimidating process, and, in most circumstances, does not even require a formal meeting or setting.

Because volunteers choose to give of their time, and can therefore choose not to, it is best that their assessment be just one part of an ongoing, regular, two-way communication process whose ultimate goal is an effective and efficient program or project.

A Program Lead or Supervisor can provide correction/direction and recognition as needed.

A volunteer should, in turn, feel free to share ideas with his/her lead or supervisor on ways that the program or project they are working on could be improved, or for the improvement of the overall volunteer program.

## Separating Volunteers

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Volunteers can end their service for any number of reasons, both personal and as associated with whatever task or assignment they were performing for the Society.

When a long-term volunteer ends his or her service, their Volunteer Service Agreement should be updated to indicate the reason(s) for separation (and any note or letter of recognition can be attached).

### Termination

Either the Society or the volunteer can terminate the Volunteer Service Agreement at any time and without cause.

The Society is not required to accept or retain any person who volunteers his or her services.

The Volunteer Program Coordinator or a Volunteer Program Lead may terminate the agreement if a volunteer repeatedly fails to fulfill his or her responsibilities as identified on the Volunteer Duty Statement or is not otherwise performing satisfactorily.

When a volunteer's services are terminated, both the lead and the volunteer should ideally sign the Volunteer Service Agreement, however, the volunteer's signature is not required.

### Documentation

The Volunteer Program Coordinator or Volunteer Program Lead must complete the separation sections on the Volunteer Service Agreement to document a termination or separation.

The completed Volunteer Service Agreement and its attached documentation will be retained for five years following a volunteer's separation.

### Exit Interview

An exit interview can be useful for both the volunteer and the Society's programs or projects.

If the volunteer is willing to grant an exit interview, it can be conducted by a Volunteer Program Lead or the Volunteer Program Coordinator.

## Volunteer Program Organizational Structure

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With oversight from the Society's officers and boards, the Volunteer Program is managed by a Volunteer Program Coordinator, with Volunteer Program Leads and Supervisors responsible for day-to-day coordination and supervision of specific volunteers.

### Volunteer Program Coordinator

The Volunteer Program Coordinator is the Chief Operating Officer for the Sacramento County Historical Society Volunteer Program.

Responsibility is delegated solely from the SCHS President, with authority to act unilaterally as the COO of the SCHS Volunteer Program on all non-economic matters, on Board-approved SCHS Programs.

The COO will provide summary monthly operating reports and requests in advance of each monthly Board meeting (to the Secretary and President) regarding the Volunteer Program, and cost/expenditure status (if any), which will be tabulated independently by the Treasurer.

### Volunteer Program Leads

Oversight of volunteer programs, projects, and committees will be provided by an SCHS officer or Board Member, who will submit summary monthly operating reports, including progress on assignments, and requests in advance of each monthly Board Meeting to the Secretary and President.

Program cost/expenditure status (if any) will be tabulated independently by the Treasurer. Lead positions may be held by non-board members or non-officers upon approval by the SCHS President.

Leads may arrange for a reporting schedule other than monthly based on program time-frames or seasonality.

### Volunteer Supervisors

In some program areas, or for situations like special events, volunteers may work under the direction of Volunteer Supervisors.

These supervisors should be designated by a Volunteer Program Lead or the Volunteer Program Coordinator, and volunteers working under their direction should be clearly informed as to whom they report.

## Risk Management

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Federal law (42 USCA Sec. 14501 et seq.) generally provides that volunteers will not be personally liable for their acts or omissions if they are acting within the scope of their responsibility for the organization and the harm is "not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed."

A volunteer is not personally liable for harm that he or she caused if the volunteer was (1) acting within the scope of his or her responsibilities, (2) was "properly licensed, certified, or authorized by the appropriate authorities" to act in such manner "if appropriate or required," (3) did not fall below the minimum standard of conduct described above, and (4) was not operating "a motor vehicle, vessel, aircraft or other vehicle" for which the state requires an operator's license or insurance.

The protection does not apply to misconduct that constitutes a crime of violence or terrorism (for which the volunteer is criminally convicted) or a hate crime (whether or not convicted). In addition, there is no protection for sexual offenses (for which the volunteer is criminally convicted), for civil rights violations, or for acts that occurred when the volunteer was under the influence of "intoxicating alcohol" or drugs.

## Policies

All volunteers will complete a Volunteer Service Agreement that will be maintained in the SCHS files. For volunteers who are minors, the form will be signed by at least one parent or guardian.

All volunteers will be provided with a Volunteer Orientation Handbook and will be directed to read it.

Volunteers shall not be assigned duties that place them in situations that risk life or injury, that they do not feel comfortable completing, or that they do not willingly agree to perform.

When required as directed in the Volunteer Recruitment chapter above, volunteers will be subject to background checks before beginning work. Information regarding background checks will be maintained in the SCHS files. Most felony convictions will result in a negative determination and disqualification from volunteering in either of the capacities cited in the Volunteer Recruitment chapter. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant's conduct since the conviction(s) indicates rehabilitation or lack of risk to the membership and the program, some leeway may be provided, but only with the concurrence of the Volunteer Program Coordinator and the SCHS President.

## Injuries and Accidents

SCHS Volunteers are not considered “employees” as defined in State law and are therefore not covered by workers’ compensation and insurance laws when serving as volunteers (Labor Code Section 3352(i)).

However, the reduction of accident-related injuries to volunteers is the responsibility of all Society board members, program leads and supervisors, and volunteers themselves. In order to minimize risk of injury, all volunteers should be appropriately supervised at a level commensurate with the nature of the work being performed, be provided with initial and ongoing training as appropriate to the project or program, and be provided with necessary safety equipment.

The Society will investigate all volunteer accidents and injuries to determine what factors, conditions, or practices contributed to the incident and to assess policy or program changes to be made to avoid such an occurrence in the future.

### Procedures for Reporting Accidents

All volunteer accidents and injuries should be reported to the Volunteer Program Coordinator as soon as possible. The report should include as much information as possible about what occurred, when and where, and the situation surrounding the incident.



## Appendix: Forms

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SCHS Volunteer Application

Volunteer Service Agreement

Special Project or Activity Volunteer Agreement

Parental/Guardian Permission for Juvenile Volunteers

Volunteer Confidential Information Form



## Volunteer Application

Complete application online at <http://www.sachistoricalociety.org/volunteers>  
or submit completed form to [volunteers@sachistoricalociety.org](mailto:volunteers@sachistoricalociety.org).

Name		Date	
Primary Phone		Email Address	
<p>What are you interested in doing as an SCHS volunteer? What kinds of SCHS programs or projects would you be interested in helping with and/or what kinds of tasks do you like doing (for example, organizing files, assisting with events or mailings, writing articles, maintaining the website or social media sites, etc.)?</p>			
<p>What experience, education, skills, and/or knowledge do you have that will contribute to the programs or projects you listed above (you may attach a resume)?</p>			



# Volunteer Service Agreement

Attach a copy of current volunteer duty statement

<b>Name</b>												
<b>Primary Phone</b>		<b>Secondary Phone</b>										
<b>Mailing Address</b>		<b>City/State/Zip</b>										
<b>Email Address</b>												
<b>Check One:</b> <input type="checkbox"/> I am 18 years of age or older <input type="checkbox"/> I am under 18 years of age ( <i>attach signed Parent/Guardian Permission Form</i> )												
<b>SERVICE AGREEMENT</b> <p>I agree to comply with all policies, regulations, directives, and instructions of the Sacramento County Historical Society (Society), and to conduct myself in a professional manner, consistent with the same standards as established for members of the Society Board.</p> <p>I understand that I will not be compensated for any work performed as a Society volunteer, other than for reimbursement of necessary and allowable expenses when authorized in my volunteer duty statement and approved in advance per Society policy.</p> <p>I understand that I am not considered an employee as defined in State law and am therefore not covered by workers' compensation and insurance laws when serving as a volunteer.</p> <p>I understand that this agreement remains in effect only so long as is mutually agreeable to both the Society and me, and that either I or the Society may terminate this agreement at any time, with or without cause, and with or without advance notice (verbally or in writing).</p>												
<b>Volunteer Agreement</b> <i>I hereby volunteer my services as a Sacramento County Historical Society volunteer for the job duties attached.</i>		<b>Society Agreement</b> <i>(contingent on approval of appropriate forms)</i>										
<b>Volunteer's Signature</b>	<b>Date</b>	<b>Representative's Signature</b>	<b>Date</b>									
<b>Emergency Notification</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Phone Number(s)</th> <th style="width: 30%;">Relationship</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> </tbody> </table>				Name	Phone Number(s)	Relationship	1.			2.		
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1.												
2.												
<b>Separation Date</b>		<b>Society Representative's Signature</b>										



## Special Project or Activity Volunteer Agreement

*Attach a copy of Volunteer Duty Statement, if available.*

<b>Project/Activity Name</b>			
<b>Project/Activity Lead</b>		<b>Project/Activity Date(s)</b>	

**SERVICE AGREEMENT**

I agree to comply with all policies, regulations, directives, and instructions of the Sacramento County Historical Society (Society), and to conduct myself in a professional manner, consistent with the same standards as established for members of the Society Board.

I understand that I will not be compensated for any work performed as a Society volunteer, other than for reimbursement of necessary and allowable expenses when approved in advance per Society policy.

I understand that I am not considered an employee as defined in State law and am therefore not covered by workers' compensation and insurance laws when serving as a volunteer.

Printed Name	Signature	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



## Parental/Guardian Permission for Juvenile Volunteers

*This form is to be attached to a signed Volunteer Service Agreement or a Special Project or Activity Volunteer Agreement.*

<b>Parent/Guardian Name</b>			
<b>Phone</b>		<b>Email</b>	
<b>Mailing Address</b>		<b>City/State/Zip</b>	
<b>Volunteer's Name</b>			
<p>The volunteer named above, a juvenile, has my permission to participate in Sacramento County Historical Society volunteer activities. I understand that juvenile volunteers must be assigned an adult supervisor and that arrangements for this supervision must be approved by the SCHS President or Volunteer Program Coordinator.</p>			
<b>Parent/Guardian Signature</b>		<b>Date</b>	
<b>SCHS Representative Signature</b>		<b>Date</b>	