



Guidelines for Museum Interns

Arrival

Plan to arrive 5 minutes before your scheduled time and check in at the Volunteer Station located at the base of the stairs leading to the upstairs office. When checking in:

- Place your personal belongings, including cell phones, in the cubbies.
- Take a parking validation ticket (if you drove).
- Enter the date and shift hours on your time sheet in the notebook.
- Put on your nametag and apron.
- Read the weekly announcements.

If you cannot come for your scheduled shift: Let us know as far in advance as possible. Email schedule changes to anna@vadm.org. If you need to call out the day of your shift, call the Museum at (434) 977-1025 and press "0" to reach our general line. For the Museum's full Sickness Policy, please reference the intern manual you received at orientation or visit <https://vadm.org/museum-policies-and-faqs#sickness-policy>.

Appropriate Clothing

- **Comfortable & Practical:** You may be sitting on the floor with children and/or working with craft projects.
- **Neat & Clean:** No holes, revealing clothing, or suggestive language.