



Guidelines for Museum Volunteers

COVID Policy

Museum staff and volunteers **MUST** be vaccinated against COVID. Masks are optional, and if a volunteer does not have a mask and would like one, the Museum will provide one for them.

Arrival

Plan to arrive five 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, don't forget to:

- Place your personal belongings, including cell phones, in the cubbies.
- Take a parking validation ticket from the table at the top of the steps (if you drove).
- Enter the date and shift hours on your time sheet in the notebook.
- Put on your nametag and/or apron.
- Check the white board for any special announcements.

If you cannot come for your scheduled shift: Let us know as far in advance as possible. For all schedule changes/cancellations, volunteers **MUST** email Marketing & Outreach Manager Anna Deater-Deckard at anna@vadm.org AND call (434) 977-1025, press "0", and speak with a staff member to confirm the change/cancellation.

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.

Snow & Inclement Weather Policy

The Museum is often open during inclement weather and when schools are closed on snow days. Should the VDM staff decide to close after consulting news and weather reports, a staff member will contact you immediately. Local news stations NBC29 (nbc29.com/weather/closings) and CBS19 (cbs19news.com/closings) will be notified of any closures, and updates will be posted to our website (vadm.org), Facebook (facebook.com/vadiscovery), and phone message. If you are worried about driving in any type of inclement weather, please stay at home and contact us at anna@vadm.org AND call (434) 977-1025, press “0”, and speak to a staff member to let us know you will not be able to come in for your scheduled shift.

Personal Guests

Quick tours of the Museum for friends are fine, free, and encouraged. For “real visits,” please use the passes you earn. (5 Hours Volunteered = 1 “Admit One Person” Pass)