



Guidelines for Museum Interns

Masks

All Summer 2021 interns MUST wear a mask during their shifts.

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 (if you drove).
- Enter the date and shift hours on your time sheet in the notebook.
- Put on your nametag and/or 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 operationsdirector@vadm.org or call (434) 977-1025 x102.

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.

Personal Guests

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