



Guidelines for Museum Volunteers

Masks

All Museum volunteers **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.

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 operationsdirector@vadm.org or (434) 977-1025 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,” use the passes you earn (5 Hours Volunteered = 1 Free Admission).