

VOLUNTEER APPLICATION
Funk Heritage Center of Reinhardt University
7300 Reinhardt Circle, Waleska, GA 30183-2981
770-720-5970

Date of application: _____ DOB: (mo/day) _____

Name: _____

Street Address: _____ City, State: _____ Zip: _____

Home Phone: _____ Cell Phone _____ E-Mail: _____

Circle all that apply: High School Graduate Undergraduate Degree Graduate Degree
Employed Unemployed Retired

Area of interest: (please check) Administrative__ Appalachian Settlement__ Docent __
Gardening/Grounds__ Information Desk __ Living History__ Other__

Previous volunteer experience: _____

Have you ever been convicted of a felony? If yes, please provide the details.

Please provide the names, addresses, and phone numbers for three references:

1 _____

2 _____

3 _____

Emergency Contact: (name, relationship, work/home phone numbers)

I, _____, hereby authorize the obtaining of a criminal history and/or investigative background report at any time after receipt of this authorization and, if I am chosen as a volunteer worker, at any time during my tenure at the Funk Heritage Center. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Reinhardt University and the Funk Heritage Center or any other outside organization acting on behalf of Reinhardt University. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be valid as the original.

Permission is hereby granted to use my photographic likeness in the preparation of marketing materials for Reinhardt University. I understand that such artwork may be used in any college internal or external publications; including, but not limited to, printed materials (admissions, marketing, public relations, newspaper or magazine publications, etc.); electronic materials (I.e. video, web page or CD, etc.), or advertising efforts (billboards, direct mails, brochures, postcards, etc.)

If an interview is conducted with me for the purpose of writing a "bio-type" testimonial, I also hereby approve the use of such textual matter in the above, as well.

I certify that the information provided in this application is true and correct. I understand I will not be paid or otherwise compensated for my services as a volunteer. I agree to abide by all museum policies: volunteer, personnel, safety and otherwise.

Signature: _____

Date: _____

Volunteer will not be approved until reference letters have been received by Funk Heritage Center staff and background investigation completed. Reference letters must be returned within two weeks of being sent by FHC staff.

Volunteer Policy

Funk Heritage Center of Reinhardt University

Reinhardt University is a private comprehensive university grounded in the liberal arts. Founded in 1883, Reinhardt is affiliated with The United Methodist Church and enrolls approximately 1600 students in an academic, spiritual and social community of teachers, learners and supporters.

The Funk Heritage Center is included in the Reinhardt University School of Arts and Humanities. As part of Reinhardt University, all policies of the University apply to Center employees and volunteers.

**The mission of the Funk Heritage Center of Reinhardt University
is to tell the story of the early Appalachian settlers and Southeastern Indians
through educational programming and the collection, care and
exhibition of art and artifacts.**

The F. James and Florrie G. Funk Heritage Center is a unique learning and teaching site for North Georgia. Since it opened in November 1999, the Center has attracted more than 184,000 visitors to the Reinhardt campus through its school tours, group tours for adults and educational programming. In addition to telling the story of the Southeastern Indians through a film and The Hall of Ancients, it is home to one of the largest collections of contemporary Native American art, and it houses the Sellars Gallery of Historic Hand Tools, a unique collection featuring tools from more than 100 crafts.

Volunteers are an important component of the Funk Heritage Center and are recognized for their valuable contributions in providing educational and administrative assistance to the staff and Reinhardt University. To be considered as a volunteer:

- Submit a completed volunteer application form
- Interview with museum staff
- Agree to a background screening
- Must be 18 years of age

Once accepted as a volunteer:

- Sign in and out at the front desk
- Attend an orientation and training for the position
- Wear your volunteer name tag for Center programs
- Contact staff as soon as possible if you are unable to complete your assignment
- Dress in business casual, appropriate for meeting the public and working with children; modified to fit conditions outlined by staff
- Living history volunteers will dress in period clothing for historic programs presented in the Settlement
- Report any safety hazard to Center staff
- Notify staff of any changes in address, phone number or e-mail
- Attend volunteer meetings
- Check emails from staff regularly about tours, meetings, etc
- Receive a one-year membership to the Center after 20 hours of service.