



INTERNSHIP/VOLUNTEER APPLICATION

Personal Details

Name: _____ Date: _____

Grade: _____

Email: _____

Guardian Name: _____ Date: _____

Guardian Contact - Phone: _____ Email: _____

Institution Details

Name of School/Organization: _____

School Address: _____

Faculty Sponsor/Advisor (if applicable): _____

Credits to be Awarded (if applicable): _____

Availability

	Days	Times Available
<input type="checkbox"/>	Tuesday	
<input type="checkbox"/>	Wednesday	
<input type="checkbox"/>	Thursday	
<input type="checkbox"/>	Friday	
<input type="checkbox"/>	Saturday	
<input type="checkbox"/>	Sunday	

Materials:

In addition to this form, please briefly share why you are interested in working with the Hermosa Beach Museum and include a one-page writing sample from a recent academic assignment (any single page from a recent assignment).

Please Read and Sign Below:

Thank you for your interest in participating in this program with the Hermosa Beach Museum! We look forward to being in touch soon!

1. POLICY

1.1 Introductory Statement

This policy is provided to inform you of the HBM's STAFF and Museum related policies and practices. Your understanding of and compliance is a term and condition of your educational programming at the Museum. The HBM reserves the right to revise, add, or delete any content from this policy & procedure.

This policy contains the policies and practices in effect at the time of publication. All previously issued handbooks and any inconsistent policy or benefit statements or memoranda are superseded. It is important that all teachers or educators who have confirmed an educational tour read, understand, and follow the policies outlined here. Our Museum Docents have a separate Policy Handbook that requires them to abide by the HBM Code of Ethics. If you would like to read these documents or wish to discuss any policy in this Handbook, please contact HBM STAFF.

1.2 Museum Docent Requirements

All Museum Docents and STAFF must abide by the Docent Policy & Procedures, as well as the HBM Code of Ethics. During any and all educational tours, docents must ensure that the following requirements are met:

- There will be at least two docents and/or a docent and member of museum STAFF present for any and all educational programming at the museum that involves pupils under the age of 18. Both individuals will be present in the museum space.
- Docents and STAFF will ensure that the Museum Collections are protected in accordance with the HBM Collections Management Policy.
- Docents have completed their Docent Training and Orientation, as well as approximately 10 hours of docent experience in the Museum Gallery before conducting any educational programming.
- Docents have the right to directly address teachers, educators, and chaperones in regards to the behavior of the students in the Museum Space

Docents are prohibited from the following:

- Escorting students to or from the bathroom
- Taking direct action in regards to the behavior of the students

1.3 Tour Group Code of Conduct

- Chaperones should remain with students under the age of 18 at ALL times, including bathroom breaks. This includes Middle School and High School students.
- Teachers, chaperones, and students may use cameras in all of our galleries as long as they do not become distracted from supervising their students or from the educational presentation.
- No food, drink, or chewing gum is allowed inside the museum at any time.
- Due to the educational opportunities on the museum floor with our docents and presenters, we ask that all visitors use quiet, inside voices during their visit.
- Please keep all electronic devices on vibrate or silent.
- The HBM is not liable for any injuries sustained during the course of the program.
- We ask that all educators and chaperones ensure that their students treat the museum facility, docents, and presenters with utmost respect. The HBM reserves the right to not allow any educational groups back to the museum if they violate any of the above listed terms.

2. CHECKLISTS

2.1 Pre-Arrival Checklist

- Please notify the museum contact if visiting minors are not allowed to be photographed, or if they can only be photographed without identifying features, ie. faces. Any photographs taken by STAFF or volunteers may be used or published in HBM promotional materials (website, social media, etc.).

I (print name) understand that my participation in "Making History at the Hermosa Beach Museum" is non-paid and will be used toward academic training. Further, I agree to comply with Hermosa Beach Museum policies and procedures while participating.

Signature: _____ Date: _____

I (print guardian name) understand that (print student name)'s participation in "Making History at the Hermosa Beach Museum" is non-paid and will be used toward academic training. Further, I agree to comply with Hermosa Beach Museum policies and procedures while participating, including those conditions listed above.

Guardian Name: _____ Signature: _____ Date: _____

Guardian Contact (if applicable) - Phone: _____ Email: _____