

**The Colorado Springs Pioneers Museum**  
**Volunteer Document of Understanding - COLLECTIONS**  
**2013-2014**

**The Colorado Springs Pioneers Museum volunteer agrees:**

- To uphold our museum mission to build a lasting connection to the Pikes Peak Region by preserving and sharing our cultural history.
- To demonstrate enthusiasm and dedication to your training, participation in enrichment activities, and service for the Colorado Springs Pioneers Museum.
- To be open and respectful to a diverse set of peers, whether they are members of the public, staff, or other volunteers.
- To arrive promptly to all scheduled training and service opportunities and to inform a member of the staff as soon as possible if you are going to arrive late or be absent.
- To register with the City of Colorado Springs Volunteer Database, which includes a background check and two references.
- To participate in evaluation programs and be willing to provide as well as receive open and honest feedback.
- We request that all volunteers maintain a museum membership in order to stay informed of current activities at the museum. Your first year is at a discounted rate of \$15 for individuals and \$25 for families. Each subsequent year is at the standard rates.

**Collections Volunteers agree to the following:**

- Adhere to the principles of proper care and handling of collection objects and archival materials.
- Contribute to the care and organization of the museum's permanent collection.
- Adhere to the guidelines of working in storage and processing areas.
- Protect the confidential nature of collections and donors when applicable.
- Protect and maintain the physical and intellectual security of our objects and collections.

**The Colorado Springs Pioneers Museum agrees:**

- To provide training needed for each volunteer position.
- To provide volunteer-specific benefits each month such as field trips, lectures, social gatherings and recognition events.
- To document, recognize and appreciate service hours and achievements for each volunteer.
- To maintain contact with volunteers and keep them up-to-date through the monthly volunteer bulletin.
- To provide a welcoming and enjoyable environment for all volunteers.

