



Southern Arizona Transportation Museum

Volunteer Application

What to expect as a volunteer at the Southern Arizona Transportation Museum, SATM...

Mission Statement

The Southern Arizona Transportation Museum exists to collect, preserve, exhibit, and interpret the history of transportation in Southern Arizona with a focus on the Historic Depot and the displayed Locomotive #1673 for the education, enjoyment and entertainment of a diverse audience.

Core Values: The museum is dedicated to education, research and preservation.

SATM Volunteer Program Goals

Continuing Education

The museum strives for all volunteers to feel that they can keep learning. To achieve this we host annual lecture series that enrich your understanding of transportation in Southern Arizona. Also, we encourage all volunteers to interview for new positions based on their skill level.

Customer Experience

The museum strives for a consistent visitor experience. To achieve this we have a procedures manual that you will become familiar with.

Social Contribution

The museum strives for a positive social contribution to the Tucson community and beyond. The museum hosts a variety of annual and special events, lecture series, anniversary celebrations and other enrichment programs. Currently the museum offers school tours including a train safety program, as well as depot tours and seasonal historic downtown walking tours. The museum has active oral history and collections departments. Will you join this effort?

Membership

Memberships and contributions (donations, grants, bequests, legacies, transfers, and gifts) are the only sustainable basis of the museum. The museum is a free admission museum and we maintain low cost educational programs. The Museum is tax exempt under the museum division of our parent organization, Old Pueblo Trolley, Inc, under section 501(c)(3) of the Internal Revenue Code. **We encourage all volunteers invest in the museum by supporting it monetarily.** This may come in the form of \$15.00 dollars a year or \$150.00 dollars a year. The amount is of no consequence, but the intention is everything. Now that you're a member, pass on the idea to someone else!



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WHERE ARE YOU NOW?

WHERE DO YOU WANT TO GO?

HOW DO YOU GET THERE?

DEVELOP A PERSONAL MISSION STATEMENT FOR WORKING AT SATM.

Establishing goals will help us better place you in your volunteer position. Be certain your goals are **REASONABLY PRICED**. What are the "costs" involved? Do you have the potential to reach your goal? Is it relevant to your potential skills and resources? Choose goals you **DESIRE**. Do you really want this goal?

My three goals for working at SATM are...

Hints: Be brief and to the point. Use an action verb to describe the expected result. Include enough challenge to make your goal worth achieving. Select goals that are supportive and consistent with overall organization missions and objectives.

1. _____

2. _____

3. _____



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Volunteers' Rights and Responsibilities

Volunteers have the right to:

- Be assigned jobs which are worthwhile and challenging, with freedom to use existing skills or develop new ones.
- Ask for new assignments within the organization.
- Be trusted with confidential information that will help carry out assignments.
- Be kept informed through team meetings and memoranda.
- Be made aware of the relationship of the job and the importance of their contributions.
- Have successful job experiences that provide opportunities for growth development.
- Receive orientation, training and supervision for the jobs they accept and know why they are being asked to do a particular task.
- Expect that their time will not be wasted by lack of planning, coordination and cooperation within the organization.
- Know whether their work is effective and what makes it important; have a chance to increase understanding of self, others, and the community.
- Be reimbursed for out-of-pocket costs. Reimbursing might include meals, supplies purchased and transportation.
- Coverage by the museum's insurance.
- Declare allowable, non-reimbursed, out-of-pocket costs for federal (some state and local) income tax purposes.
- Expect valid recommendations and encouragement from supervisors so they can move to other jobs-paid or unpaid.
- Participate in the planning and evaluation of their work and, when appropriate, in the planning, priorities setting and evaluation of the program in which they serve.
- Be given appropriate recognition in form of certificates of achievement, and even more importantly, recognition of day-to-day contributions by other participants in the volunteering relationship.



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WORK AGREEMENT FORM

(Name) _____ agrees to give a minimum of _____ hours every _____ (week or month) as a _____ (job description).

- I understand that I will be considered a staff member, and will be expected to assume the responsibilities as listed in my job description. I also understand that I will:
- Be punctual and reliable.
- Notify my supervisor as soon as possible if delayed or unable to keep my schedule.
- Ask the staff when I have any questions.
- Keep all database information confidential.

In return, SATM agrees to:

- Provide volunteer with an orientation course as well as adequate job training.
- Provide adequate space, working conditions and privileges given to the paid staff.
- Review volunteer performance on a regular basis, keep account of volunteer hours, and provide a letter of recommendation when requested.

Volunteer's

Signature: _____ Date: _____

Coordinator

Signature: _____ Date: _____



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I heard about the SATM volunteer program through: _____

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

2nd Address: _____ City: _____ State: _____ Zip: _____

2nd Home Phone: _____ Other Phone: _____

EMAIL: _____

Background

Have you ever committed a felony or misdemeanor? Yes ___ No ___ If yes, describe briefly:

Have you ever been arrested and/or convicted of a felony or misdemeanor? Yes ___ No ___

If yes, describe briefly:

Is there anything in your past which might disqualify you from functioning as a volunteer for SATM?

Yes ___ No ___ If yes, describe briefly:



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REFERENCES

List two personal references other than family:

NAME _____
ADDRESS _____
PHONE _____ CELL _____
RELATIONSHIP _____

NAME _____
ADDRESS _____
PHONE _____ CELL _____
RELATIONSHIP _____

In case of an emergency, please contact:

NAME _____
ADDRESS _____
PHONE _____ CELL _____
RELATIONSHIP _____

(OPTIONAL) Do you have medical insurance? Yes or No
Name of company: _____ Policy No. _____

Hobbies/clubs/interests: _____

Have you ever worked for the railroad? _____

Interest in transportation? _____

As a volunteer for a position with SATM, I am willing to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information that you may have concerning me, including information of a confidential nature.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested.

I understand that for security reasons a basic clearance check may be conducted. Further background information will be requested only if a specific volunteer assignment calls for a full security check.

Signature: _____ Date: _____