



VOLUNTEER SERVICE APPLICATION

Volunteer for

Thank you for your interest in becoming a volunteer at the National Archives. Our volunteers play a vital role in the activities at the Archives. They supplement the staff in important ways with special talents and knowledge that might not be otherwise available.

Please note that you must meet the following requirements in order to be qualified as a NARA volunteer: you must be 16 years or older and meet one of the following three requirements: (1) you must be a U.S. citizen; (2) you must be a legal resident alien [possessor of a green card]; or (3) you must be a holder of a type A1 or A2 diplomatic visa. If you do not meet these requirements, we will not be able to accept your volunteer application.

The next step in applying to become a volunteer is to complete the attached form. Your answers to the questions will enable us to see where you might best help our program and what activities would be most fulfilling to you. Many of the questions are self-explanatory. Others might need a little explanation.

Please note that a background check will be necessary, depending on the type of volunteer service you will provide and the kind of access you are granted to our facility. For further information about this step in the application process, please contact the volunteer coordinator at facility selected above.

Please read the Paperwork Reduction Act Burden Statement and the Privacy Act Statement that follow. The Privacy Act Statement explains the circumstances under which this information may be shared with someone other than NARA staff. Be assured that any information you provide will be held in the strictest confidence and divulged to others only in compliance with the Privacy Act and the Freedom of Information Act.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be 25 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (MP), 8601 Adelphi Road, College Park, Maryland 20740. DO NOT SEND COMPLETED VOLUNTEER APPLICATION FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE TOP OF THIS FORM.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2104 and 44 U.S.C. 2105(d). The information you provide to NARA on this form will be used to determine if you will be accepted as a volunteer. This information may be disclosed to an expert, consultant, agent or contractor of NARA to the extent necessary for them to assist NARA in the performance of its duties or in accordance with any other "routine uses of records" listing in the Privacy Act System of Records NARA 26, "Volunteer Files." Completing this form is voluntary, but failure to provide all of the requested information will result in you not being accepted as a volunteer.



VOLUNTEER SERVICE APPLICATION

PERSONAL INFORMATION Please provide a phone number at which we may reach you Monday through Friday, during business hours to follow up on your application. You also may provide an email address for that purpose.

Please check if you have U.S. Citizenship a green card an A1 or A2 diplomatic visa

Name Mr. Mrs. Ms.

Date of birth (MM/DD/YY)

Street address, city, state, zip

Email

Home phone number

Cell phone number

EDUCATION

Level	Name / Location of Institution	Years Attended	Diploma/GED
High school			Yes No

College	Years Attended	Field of Study
Undergraduate		

Undergraduate

Graduate

WORK EXPERIENCE

(Summarize your last 10 year of employment) When listing your work experience, show only the last 10 year of employment. If you are retired, describe the last 10 years you worked before you retired.

Position	From / to	Employer
----------	-----------	----------

PREVIOUS VOLUNTEER EXPERIENCE

Duties	From / to	Organization
--------	-----------	--------------



VOLUNTEER SERVICE APPLICATION

SPECIAL SKILLS. Check all that apply

The information you provide will help us to identify which activities at the George W. Bush Presidential Library and Museum will most interest you and where you can make the greatest contribution to our program.

Are you skilled in	Genealogical research	Do you have any other skills or particular interests related to volunteering? Please list them:
	Teaching	
	Public speaking	
	Customer service	
	Writing	
	Research	
	Archival work such as holdings maintenance, processing, or description	
	Using the computer for data entry, wordprocessing, presentations	

LANGUAGES. An ability to speak and understand foreign language most likely will be used to greet and possibly guide foreign visitors. You would not be expected to explain highly technical aspects of the program. Reading and translating duties might involve assisting the staff in reading and responding to foreign language correspondence or in translating document from the holdings George W. Bush Presidential Library and Museum.

Foreign language(s) please list	Speak and Understand Fluent / Proficient	Can read and translate into and from Easily / Passably
---------------------------------	---	---

Special languages:

American Sign Language	Highly skilled	Some ability
Braille	Highly skilled	Some ability

WHEN ARE YOU AVAILABLE

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours from:

Hours to:

REFERENCES. List two people who are not relatives who know about your ability and knowledge. It is important that you provide the names of two individuals who can be contacted to discuss your qualifications for a volunteer position. They will be informed of the reason for the contact.

Name	Name
Street address	Street address
City, state, zip	City, state, zip
Telephone	Telephone
Email	Email

Signature

Date



Standards of Conduct for Volunteers

The National Archives and Records Administration (NARA) recruits people to volunteer at its

- presidential libraries
- regional facilities
- Washington, DC-area locations.

Volunteers help NARA achieve its goals by donating their time and talents for work with the public and for work behind-the-scenes.

The primary objective of the NARA Volunteer Program is to assist the National Archives and those using its services, the Standards of Conduct listed here have been developed to define the responsibilities and obligations that go with this volunteer service.

All volunteers must follow these Standards of Conduct. If any volunteer violates any of these standards, NARA may terminate that volunteer's service.

1. NARA volunteers must always act in a courteous, considerate, and prompt manner in dealing with the public, fellow volunteers, and National Archives staff. NARA volunteers must avoid any action, whether or not specifically mentioned in these Standards of Conduct, which might result in or create the appearance of:
 - a. Using their NARA volunteer position for the private gain of themselves or others;
 - b. Giving preferential treatment to any one NARA user over another;
 - c. Impeding Government or NARA efficiency or economy;
 - d. Being partisan; endorsing a particular group, individual, or political perspective; or advancing a social agenda;
 - e. Affecting adversely the confidence of the public in the integrity of the Government or of NARA.
2. NARA volunteers may not behave in any way that causes people to believe that the work of a private group is actually the work of the government.
3. NARA volunteers must keep any nonpublic information confidential and may not make use of outside of NARA any nonpublic information, for themselves or others, if such information is not generally available to the public or if such information was obtained solely by reason of their NARA volunteers service.
4. NARA volunteers who are members of a private group, association, or organization must avoid activities on behalf of the group, which might imply endorsement of the group by NARA or the Government.



Standards of Conduct for Volunteers

5. NARA volunteers must preserve the security and integrity of Federal property, including archival and donated historical materials in the custody of the National Archives and the Presidential libraries. They must observe all NARA regulations and procedures for storing, handling, and disclosing information from these records and materials.
6. During their NARA volunteer shifts, volunteers may not represent any other group. Also, NARA volunteers may not solicit research or tour-guiding business in a NARA facility while serving as a NARA volunteer. Volunteers may not include their volunteer status at NARA on any business card.
7. NARA volunteers may not personally seek nor accept money or any other thing of value (including gifts of any kind) in connection with their NARA service, except in those instances when they are acting on behalf of an officially recognized NARA support organization.
8. NARA volunteers may use, take, dispose of, or allow others to use, take, or dispose of Government records, property, facilities, or services of any kind only if they are doing so for officially approved Government business. Government facilities, telephones, property, and staff may be used only for official NARA business and only when authorized by appropriate NARA officials.
9. NARA volunteers may describe themselves as representing the National Archives only when authorized to do so. Also, when representing the agency to the public—whether on-site, at other locations, or virtually—NARA volunteers may speak only at venues and on subjects that are in keeping with the mission of NARA.
10. NARA volunteers may publish and distribute the products of their volunteer service only after NARA has released the products or the information they contain to the public. Examples of such products are indices or descriptive lists, obtained or created in the course of the volunteers' duties for NARA. In addition, NARA volunteers may not claim copyright in the products, because the products are NARA property (that is, "works of the United States") and are not eligible for copyright protection.
11. The rules in paragraphs 1 – 10 above apply when a NARA volunteer is performing volunteer services for another Government entity as a NARA volunteer.

Signature of Volunteer

Date

Printed name



email



reset



Volunteer Confidentiality Statement

The undersigned, _____, is working as a volunteer for the National Archives and Records Administration. Volunteers will serve in a various assignments. Position descriptions are available on the Presidential Library and Museum Website

This project will require the undersigned to view records that are currently restricted from public access. By law, Federal records may be disclosed only in accordance with the

_____ agrees to maintain the confidentiality of any of the information to which s/he may have access during the course of his/her work, whether in electronic or hard-copy format, and to take all reasonable precautions to prevent unauthorized disclosures of these records.

_____ understands that if s/he fails to uphold this confidentiality agreement s/he may be terminated and/or subject to further legal action.

Volunteer Signature

Date

Printed Name



VOLUNTEER / INTERN

Emergency Medical Consent

Name of volunteer _____

This form is filed in your volunteer or intern personnel record. The National Archives will contact the persons you list in case of an emergency and arrange to transport you to the nearest medical facility.

EMERGENCY CONTACT INFORMATION

Please list two individuals whom we can contact in case of a medical emergency.

Name _____

Street address _____

City/State/Zip _____

Home Phone _____ Work _____ Cell _____

Name _____

Street address _____

City/State/Zip _____

Home Phone _____ Work _____ Cell _____

EMERGENCY TREATMENT

In emergencies requiring immediate medical attention, you will be taken to the nearest hospital emergency room. Your signature authorizes the National Archives to have you transported to that hospital.

VOLUNTEER / INTERN SIGNATURE

DATE

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be 25 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (MP), 8601 Adelphi Road, College Park, Maryland 20740.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2104 and 44 U.S.C. 2105(d). The information you provide to NARA on this form will be used to determine if you will be accepted as a volunteer. This information may be disclosed to an expert, consultant, agent or contractor of NARA to the extent necessary for them to assist NARA in the performance of its duties or in accordance with any other "routine uses of records" listing in the Privacy Act System of Records NARA 26, "Volunteer Files." Completing this form is voluntary, but failure to provide all of the requested information will result in you not being accepted as a volunteer.



email



reset