



Welcome to the Endview Plantation Volunteer Program! Our goal is to enhance the spirit of partnership with creative programming and outreach to our city's youth.

Many of you already contribute significant amounts of time and energy to volunteer in the community. Others of you have expressed an interest in learning more about where and how you can help.

We invite you to learn about our facility and find the area your talents will best serve our community at large. It is our sincere wish that our opportunities encourage additional volunteer efforts, while also facilitating satisfying and enjoyable volunteer experiences with the Endview Plantation.

Complete and mail this application to  
362 Yorktown Road  
Newport News, VA 23603

You can also call us at (757) 888-3369 or send us an email at [endview@nngov.com](mailto:endview@nngov.com) for more information.

Thank you for your interest!



## Volunteer Application

Name: (f/m/l):	Date:
Street Address:	Home Phone:
City/State/Zip:	Work Phone:
Virginia State Drivers License Number:	Date of Birth (must be 18 or older):

### Availability (check all that apply)

Long Term  Short Term  Special Project

### Hours Available

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours #							
Available Hours							

Are there any physical conditions to be taken into consideration in arranging volunteer assignments for you? Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", explain.

### Emergency Information

Name:	Relationship:
Work Phone:	Home Phone:
Cell Phone:	

### Skills and Interests

Current/Previous Work or Occupation		
Volunteer Experience	Where:	Where:
	Duties:	Duties:
Hobbies/Interests/Skills		
Special Training/Certification		
Who or what prompted you to volunteer?		



**Education**

Circle Highest Grade Completed

High School	9 10 11 12 or GED	College	1 2 3 4
Beyond (Masters, Doctorate):			

**References**

*(Other than Family Members)*

Name:	Phone:
Relationship:	

Name:	Phone:
Relationship:	

Do you have any criminal convictions? <i>(Other than parking violations and/or juvenile offenses?)</i>	Yes ___ No ___
If "Yes" please explain where, when and disposition:	

*I understand that I am not an employee of the City of Newport News, and that any duties that I perform are as a volunteer. I agree to abide by the procedures set by the Endview Plantation for my assigned work duties. I also understand that it is my responsibility to update any address, emergency contact and any other changes to the information on this form.*

*By my signature, I authorize the City of Newport News (Endview Plantation) to conduct a background check of my driving and criminal records.*

Signature:	Date:
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## Volunteer Policy

***Volunteers are special people who contribute their time to help others.***

At Endview, volunteers serve as highly valued adjunct members of the staff. Their work is of great importance to the operation of the Museum. The position of docent provides an essential and direct service to visitors.

### **Docent Guidelines**

Docents represent Endview by guiding the public on tours of the house and grounds. Their position is important because their conduct reflects directly on the facility's public image.

### **They must be willing to do the following:**

- Attend orientation and training sessions
- Arrive on their scheduled day 15 minutes before their shift begins
- Arrange for a substitute if they are unable to come on their assigned day and notify the coordinator of the change
- Sign in and out upon arrival and departure so that their hours can be recorded. Time sheets will be provided
- Dress appropriately for meeting with the public and maintain a professional attitude. Docents who have access to period costumes are encouraged to wear them while on duty
- Change their hours/days to assist the Museum in meeting its obligations to the public
- Give 10-12 hours per month (during peak season) unless otherwise requested by their coordinator. Specific days will be in accordance with the Museum's needs and the volunteer's schedule

### **The following are tour regulations for guides and visitors**

- NO SMOKING
- NO FOOD/DRINKS INSIDE HOUSE
- NO PHOTOGRAPHY/VIDEOTAPING ALLOWED INSIDE HOUSE
- CHILDREN UNDER 12 MUST BE ACCOMPANIED BY AN ADULT
- VISITORS ARE NOT ALLOWED TO SIT ON OR TOUCH FURNISHINGS
- SHOES AND SHIRT REQUIRED
- NO METAL DETECTING ON THE PROPERTY

### **Benefits**

The importance of volunteers is acknowledged by the Museum through a number of special benefits. These included free or reduced admission to Endview and associated museums, gift shop discounts, field excursions, and annual recognition. A complete explanation of benefits is included in the position description. In all phases of archaeological work, it is imperative that we maintain a high degree of professionalism and exemplary fieldwork standards. In archaeology, image is as important as excellent work.