



**Moss Mansion and
Western Heritage Center present
Billings Youth Volunteer
Program**



Two of Billings' prestigious cultural and education institutions are joining forces to present the Billings Youth Volunteer Program.

- 8-week program for the summer of 2022
- Hands-on training for working in a museum: customer service, script content history, presentation techniques, critical thinking, and discussion facilitation
- Responsibilities include assisting with visitor services, daily museum tasks, learning specific exhibit and tour materials, as well as aiding with collections and program development during one shift per week.

Through this award-winning program, students will be encouraged to build confidence in personal skills like making observations, listening, problem solving and public speaking. They will receive hands-on training through job shadowing, and project preparation from staff at both partner institutions. Students will attend an orientation session at the Moss Mansion and will select which museum they will work at first, and what shift they would like to work. In July, the two groups will switch museums for a chance to learn about each other. In August, each student will showcase a chosen artifact from either museum in a professional student exhibit at the Western Heritage Center.

Who: Students in grades 4 to 8

What: Students will commit to at least one shift per week (we will do our best to keep the shifts for both places on the same day and at the same time but the shifts may be different at the two places.)

Where: Moss Mansion Museum and Western Heritage Center

When: Orientation: June 13, 2022, 2 pm to 4 pm
Volunteer Period: June 14, 2022 through August 14, 2022, shifts TBD

How

Many: Space is limited. Please understand that this is an application, and only 6 students will be chosen to participate. We may ask students to participate in an interview process to narrow down our selection.

To Register: Complete all information on the attached Registration Form by June 9th and return to: visitorservices@mossmanion.com or Billings Youth Volunteer Program, Moss Mansion Museum, 914 Division Street, Billings, MT 59101.

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Registration and Risk & Consent Form

Billings Youth Volunteer Program



Please Print

		Today's Date
Name of Participant (one per form)		
Mailing Address:		
City:	State:	Zip:
Home Phone:		
Emergency Contact Name:		Phone:
Age:	Birth Date:	School:

Please Print

Parent or Guardian Of Participant :		
Mailing Address:		
City:	State:	Zip:
Email address:		
Phone:		

PARENTAL CONSENT

I, _____, parent of _____, do give consent for this child to participate in the Billings Youth Volunteer Program at the Moss Mansion Museum and Western Heritage Center. I have checked each statement below and my signature here implies my understanding and agreement.

- I understand that my child is committing to one shift per week for eight weeks to assist museum staff with visitor services and daily operational activities.
- I understand that my child is responsible for learning museum exhibit and tour script materials and sharing that with museum visitors.
- I understand that the museum is a professional work-place and my child must dress and conduct himself/herself as a professional in this setting. Dresses, knee-length skirts, clean un-ripped blue or colored jeans, khakis, and button-up, full-length shirts or blouses (no cleavage) are acceptable as per common business-casual guidelines. My child will not wear shorts or other sport clothing.
- I understand that my child will be provided a name tag and will wear it as instructed whenever they volunteer.
- I understand that my child's participation in this program is a privilege. As a parent I agree to support my child's participation in the museum program and compliance with the terms of this commitment.
- I understand that transportation to and between the institutions is my responsibility.
- I understand that if my child is unable to attend a scheduled commitment, I/my child will contact the institution where my child is stationed as soon as possible.

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To ensure that my child has the most positive experience possible, I share any special conditions to be aware of (learning challenges, allergies, medical concerns, medications, recent injuries or illnesses, etc. Please use additional paper if necessary). **List all food allergies.**

▪ I am aware of no special needs for my child.
▪ These special needs exist for my child that may require special care, including food allergies:

ACKNOWLEDGMENT OF RISK AND CONSENT FOR TREATMENT: I acknowledge that there are risks inherent in any youth program, including but not limited to injury or death arising from: participant's failure to follow instructions of supervisors; communicable illness; and independent acts of third parties not under the control of supervisors. I release Moss Mansion Museum and Western Heritage Center, or any person working on their behalf, from liability for any bodily injury sustained and loss or damage of any personal article while on the premises or participating in any activity sponsored by the Moss Mansion Museum or Western Heritage Center. In order to minimize risks to my child or other participants, I will take responsibility to see that my child is prepared for all activities and is in good health each day of the session. In case of medical emergency, I understand that every reasonable attempt will be made to contact me or the emergency contact named herein. However, in the event that I or my named contacts cannot be reached, I give my permission to the adults in charge of the Billings Youth Volunteer Program to secure emergency medical treatment for my child. I agree to pay for any charges for emergency medical treatment that are not covered by my personal health insurance. This acknowledgment applies to the program in the summer of 2022 indicated above for which I may register my child.

Parent Signature: _____ Date: _____

MEDIA RELEASE: I give permission/do not give permission for my child to be photographed, filmed, interviewed, and have work samples published in print and/or on the Internet for public relations or archival purposes only.

- Yes
- No

Parent Signature: _____ Date: _____



Student Consent Form

Billings Youth Volunteer Program



I, _____, a student at _____, do wish to participate in the Billings Youth Volunteer Program and Moss Mansion Museum and Western Heritage Center. By checking each box below and including my signature here I imply that I understand and agree to the following conditions and responsibilities related to my participation in the program for the summer of 2022.

- I understand that I am committing to one shift per week for eight weeks to assist museum staff with visitor services and daily operational activities.
- I understand that I am responsible for learning museum exhibit and tour script materials and sharing that with museum visitors.
- I understand that the museum is a professional work-place and I must dress and conduct myself as a professional in this setting. Dresses, knee-length skirts, clean un-ripped blue or colored jeans, khakis, and button-up, full-length shirts or blouses (no cleavage) are acceptable as per common business-casual guidelines. I will not wear shorts or other sport clothing.
- I understand that I will be provided a name tag and will wear it as instructed whenever I volunteer.
- I understand that my participation in this program is a privilege. As a volunteer I agree to participate to the best of my abilities and to follow the rules and guidelines of the institutions where I volunteer.