



Selfridge Military Air Museum

SELRIDGE MILITARY AIR MUSEUM							DATE		
VOLUNTEER APPLICATION FORM									
PERSONAL INFORMATION									
NAME (<i>Last, First, MI</i>)						DOB			
ADDRESS (Number & Street and Apt #)				CITY, STATE & ZIP CODE					
HOME PHONE		CELL PHONE			WORK PHONE				
EMAIL									
EMPLOYER				OCCUPATION					
RETIRED	Fully	Partially	Federal Service		YES	AGENCY			
			Non-Federal Service		YES	COMPANY/ MUNICIPALITY			
MILITARY SERVICE HISTORY									
BRANCH				RANK					
YEARS/ERA									
LOCATION									
DO YOU HAVE BASE ACCESS? (BASE ACCESS REQUEST INFORMATION)									
YES									
NO	IF NO, DRIVER'S LICENSE NUMBER				STATE ISSUED				
DOB	CITIZENSHIP			GENDER		RACE			
HOW DID YOU LEARN ABOUT THE MUSEUM PROGRAM									
VISITOR	ORGANIZATION REFERRAL		PERSONAL REFERRAL		OTHER (Specify):				
AREAS OF INTERESTS AT MUSEUM									
Uniform Shop		Web Site		Public Affairs		Fundraising			
Tour/Docents		Office/Mailings		Library/Archives		Publicity/Media			
Restoration		Collections		Exhibits					
Photography/Audiovisual		Gift Shop		Building Maint/Grounds					
AVAILABILITY	WEEKDAY	AM/PM	SCHEDULING			MINIMUM			
	WEEKEND	AM/PM	LIMITATIONS			AVAILABILITY			
SPOUSE			SPOUSE'S BIRTHDAY (month/day only)						
EMERGENCY CONTACT	NAME		RELATIONSHIP			PHONE NUMBER			
INTERVIEWER COMMENTS:									



SELFRIDGE MILITARY AIR MUSEUM ETHICS AND STANDARDS AGREEMENT

PLEASE READ THE AGREEMENT BELOW CAREFULLY AS FAILURE TO COMPLY WITH THE PROVISIONS OF THIS AGREEMENT WILL RESULT IN TERMINATION OF YOUR VOLUNTEER SERVICE AT THE SELFRIDGE MILITARY AIR MUSEUM.

POLICY: This code of ethics and standards is intended to identify those general parameters within which Selfridge Military Air Museum volunteers should operate. The Selfridge Military Air Museum exists to serve both the US Air Force, Selfridge Air National Guard Base, the Michigan Air National Guard, the Michigan Air Guard Historical Association (MAGHA) and the public. The Selfridge Military Air Museum acknowledges the valuable contribution it receives through the interest, time, and experience given by volunteers. The following is set forth to insure the effective operation of the Selfridge Military Air Museum and for the protection of volunteers, the Selfridge Military Air Museum, the Air National Guard, and the United States Air Force. Selfridge Military Air Museum volunteers should be guided by the following:

1. Conduct business in a legal and moral manner, and avoid even the slightest appearance of impropriety such as the use of one's position or access gained from that position for personal gain. We are subject to scrutiny not just by the USAF, but also by our professional peers and the public.
2. Be guided by both applicable regulations and ethics generally accepted among professionals within the museum community.
3. Never compete with the Selfridge Military Air Museum or give the appearance of doing so. Do not pursue a collecting interest during leisure time if there is a potential for a conflict of interest with the volunteer's official duties.
4. Do not accept gifts, discounts or other favors from parties seeking to do business with the Selfridge Military Air Museum.
5. Do not prepare appraisals for donors or potential donors. The only permissible appraisals are for internal use or for other non-profit institutions.
6. When speaking out on a public issue, do so as an individual unless authorized to speak officially by the Executive Director on behalf of the Selfridge Military Air Museum.
7. Recognize and strive to maintain the goal of service to the visiting public and the dissemination of knowledge.

8. Manage all artifacts placed in the care of the Selfridge Military Air Museum in such a manner as to assure long-term preservation. The use of historical, irreplaceable artifacts in such a manner that promotes their degradation or consumption is inappropriate.
9. Maintain all collection records including disposition records in an accurate, thorough and orderly manner.
10. Keep the Selfridge Military Air Museum's Collections Policy (see Operating Instruction 84-10) in mind when determining whether to advise a potential donor of the possible acceptance or rejection of a proposed donation.
11. Make the collections available for legitimate examination and research by people outside The Selfridge Military Air Museum within the limitations of available resources, preservation of the items involved, purpose of the research and other considerations.
12. Ensure the integrity of reproductions and replicas and permanently identify those items as such. Only acquire artifacts with clear title.
13. Appreciate the fact that the Selfridge Military Air Museum is holding the collection in trust for the benefit of future generations.
14. Care for and interpret artifacts with sensitivity to their cultural origin
15. Strive to present Selfridge and Michigan ANG history to the public in an accurate and unbiased manner.
16. A Selfridge Military Air Museum volunteer may not accept compensation for any volunteer task, nor make any claim for services rendered at any time upon the Selfridge Military Air Museum, the Air National Guard, or the United States Air Force. Museum volunteers work for the betterment of the Museum and not for personal gain other than the inherent reward and personal satisfaction derived from participation.
17. Volunteers must respect the significance, confidentiality, and integrity of their positions in their access to Museum collections, research data, staff activities, and associated privileged information.
18. Volunteers must make a timely disclosure when their volunteer assignments relate to an outside activity in which the volunteer or members of his or her family is personally involved, or to outside employment or other commercial venture.
19. Volunteers may not sign official correspondence without permission of the Executive Director or responsible Functional Team Coordinator.
20. Volunteers may not speak for the Selfridge Military Air Museum or make statements that could be construed as Museum policy to the media without the express permission of the Executive Director.
21. Volunteers must exhibit a spirit of cooperation and friendliness when dealing with the visiting public and Museum staff, and must communicate openly and honestly.
22. Volunteers must enforce and obey all rules for visitors and repeat only correct information regarding the Museum and its collection.

- 23. Volunteers must be dependable and participate with a degree of regularity. Exceptions will be made for absences due to personal/family medical situations and short/long-term vacations.
- 24. Volunteers should be proactive in seeking ways to be helpful.
- 25. Volunteers who are issued a Defense Biometric Identification System (DBIDS) card for access to Selfridge ANG Base will use that card only in the performance of their Museum responsibilities and understand that use of the pass for other reasons is prohibited.

MY SIGNATURE REPRESENTS MY UNDERSTANDING OF AND WILLINGNESS TO APPLY THE ABOVE STANDARDS.

Signature _____

Printed Name _____ Date _____



IF YOU HAVE A GOVERNMENT ID CARD TO ACCESS THE BASE, PUT A MARK IN THE CIRCLE BELOW AND RETURN IT TO US IN THE ENVELOPE PROVIDED. YOU NEED NOT FILL IN THE REST OF THE FORM.

O We have a Government ID card to access the Base and do not require long-term Museum Volunteer Passes

MUSEUM VOLUNTEER LONG TERM PASS REQUEST

Volunteer's Complete Name: _____

Volunteer's Date of Birth: _____

Volunteer's Driver's License Number: _____

Volunteer's Race: _____

Volunteer's Gender: _____

Spouse's/Relative's Complete Name: _____

Spouse's/Relative's Date of Birth: _____

Spouse's/Relative's Driver's License Number: _____

Spouse's/Relative's Race: _____

Spouse's/Relative's Gender: _____

The individual(s) noted above is/are aware that this pass will allow only the individual(s) noted above on to the installation, has been requested solely for participation in Museum activities, and use of the pass for other reasons is not authorized.



Parental Permission

I, _____ parent guardian, give my permission for
_____ (name of minor) to volunteer at the Selfridge Military Air
Museum on Selfridge ANG Base.

I understand that _____ (name of minor) will be performing as a volunteer and
he or she is not, because of these services, an employee of the United States Government or any instrumentality thereof
and shall receive no present or future salary, wages, or related benefits as payment for these volunteer services.

Type/Print Name of Parent or Guardian

Signature of Parent/Guardian

Date