



Host Registration Form



Section 1: Site/Organization Information

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Site/Organization Name			
Site/Organization Address			
Mailing Address (if different than site address)			
Website			
Site/Organization Telephone		Site/Organization Email	
Staff Contact			
Staff Telephone		Staff Email	
Site/Organization Description			
Public Operating Hours			
Do you have a Volunteer Policy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	First Time Registrant?
			YES <input type="checkbox"/>
			NO <input type="checkbox"/>

Section 2: Volunteer Type and Roles (General)

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Volunteer Categories Accepted	<input type="checkbox"/> Student (secondary, 14-18) <input type="checkbox"/> Student (post-secondary, 18-65+) <input type="checkbox"/> General (18-65+)



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<p>Types of Volunteer Roles Available</p>	<p><input type="checkbox"/> Front of House/Customer Service</p> <p><input type="checkbox"/> Guided Tours</p> <p><input type="checkbox"/> Collections Support</p> <p><input type="checkbox"/> Curatorial & Exhibitions Support</p> <p><input type="checkbox"/> Education & Outreach Programming Support</p> <p><input type="checkbox"/> Administrative Support</p> <p><input type="checkbox"/> Gift Shop Support</p>	<p><input type="checkbox"/> Special Events Support</p> <p><input type="checkbox"/> Marketing & Communications Support</p> <p><input type="checkbox"/> Fundraising Support</p> <p><input type="checkbox"/> Board of Directors</p> <p><input type="checkbox"/> Advisory Committees</p> <p><input type="checkbox"/> Other:</p>
<p>Volunteer Background Check Requirements (check all that apply)</p>	<p><input type="checkbox"/> We require a CRC and Vulnerable Sector Check for all Volunteers working at our site/organization.</p> <p><input type="checkbox"/> We require a CRC and/or Vulnerable Sector Check depending on the Volunteer role and responsibilities.</p> <p><input type="checkbox"/> We reimburse volunteers for costs associated with CRC and/or Vulnerable Sector Checks.</p>	

Section 3: Privacy Notice & Data Collection

The Kingston & Area Association of Museums, Art Galleries & Historic Sites, Inc. (KAM) is committed to respecting the privacy of individuals and organizations. KAM recognizes that the need for privacy is paramount by those with whom we do business (members, stakeholders, volunteers, funders, partners, and the general public).

As part of the *Connecting with Cultural Heritage* program, KAM will collect and manage specific information from program registrants (both individuals and host sites) in order to connect individual volunteers with cultural heritage host sites/organizations. KAM staff and the Board of Directors share the full responsibility for the appropriate management and protection of any personal and/or business information that is provided to us.

For further information about how KAM processes personal data and your rights please see our privacy notice on our website – [Privacy & Data Collection Use Statement](#).

Should you feel that your information is being handled incorrectly, please contact our Privacy Officer at info@kingstonmuseums.ca.



Host Registration Form



Consent and Declaration

By submitting this form, I confirm that:

I have signing authority on behalf of my site/organization to register as a volunteer host site/organization for the *Connecting with Cultural Heritage* program.

I understand that the *Connecting with Cultural Heritage* Program is a member service designed to complement member volunteer recruitment opportunities and is not intended to manage or override any individual site policies, protocols, and responsibilities related to volunteer management.

I understand that my site/organization must (re)register their interest in participating in the *Connecting with Cultural Heritage* program on an annual basis and update information regarding volunteer opportunities accordingly.

I agree that KAM may publicly post site/organization information and volunteer opportunities descriptions (as provided) on the KAM website as part of the *Connecting with Cultural Heritage* program to help connect volunteers with appropriate host sites/organizations.

I understand that KAM is responsible for compiling volunteer applicant files, providing basic volunteer training, and creating a training record, and connecting potential volunteer applicants to host sites/organizations.

I understand that once KAM transfers applicant files to the host site/organization, it is the responsibility of the host to review, contact, and screen volunteer applicants, and if appropriate, assign them a volunteer role.

I understand that upon acceptance of a volunteer applicant, all management, scheduling, supervision, and additional training is the responsibility of the host site/organizations, and that the volunteer will be discharged from the *Connecting with Cultural Heritage* Program.

I understand that KAM supports the *Canadian Code of Volunteer Involvement* and the *Decent Work Charter* through the *Connecting to Cultural Heritage* to facilitate high quality volunteer experiences and promote best practices, but that KAM does not require host sites/organizations to formally adopt them to participate in the program.

I understand that KAM requests that participating host sites/organizations in support of high-quality volunteer experiences, ensure to the best of their capacities the following:

- Identify volunteer roles that serve the institution that are clearly delineated from paid employee roles.
- Fill volunteer positions in an equitable manner that ensures the best match for the role.
- Provide a site orientation.
- Provide any additional training that prepares volunteers to perform their roles to the best of their abilities.
- Communication between staff and volunteers is effective and frequent.
- Supervision from site/organization staff helps volunteers to continue to learn and improve job performance while offering them the opportunity to give feedback and contribute ideas.
- Evaluation of and by volunteers is performed. Volunteers are evaluated for the quality of work they perform, and volunteers also have the opportunity to evaluate their volunteer experiences.
- Volunteers are recognized and rewarded for their work.
- Accurate records are kept about the scope and breadth of the volunteer involvement in the life of the host site/organization.
- Risk management is in place.



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I certify that the information given within this application form is correct and that I have not omitted or misrepresented any details.

Name	
Position	
Date	
Signature	