



The Washington State Historical Society partners with our communities to explore how history connects us all.

HAVE A BLAST IN THE PAST!

**Washington State History Museum
Summer Youth Docent Program
July 9-August 1, 2019**

APPLICATION DEADLINE: June 15, 2019.

Applications must be postmarked no later than 6/15/2019.

Space is limited. Apply early. Applications are accepted on a rolling basis.

PROGRAM DESCRIPTION

THIS SUMMER, immerse yourself in the world of the museum!

You'll discover how exhibits are created. You'll delve into Washington state history. You'll visit other museums. You'll welcome visitors and share information about artifacts.

But you'll take away much more than that. You'll learn valuable life skills:

- Gain volunteer experience to prepare you for your first, or next job.
- Develop the art of working with others: supervisors, team members, and the general public.
- Strengthen your research abilities.
- Receive direct mentoring from experienced museum professionals.

Upon successful graduation from the program, you will be eligible to apply for regular volunteering opportunities for the Washington State History Museum.

"We are made by history." Martin Luther King, Jr.

Time Commitment: Minimum 42 hrs. (26+ hours training, 16 hours volunteer service)

- Part One: Mandatory Orientation and Training, 3 days: July 9-11
- Part Two: Weekly training and volunteer shifts: approx.10 hours/week

- Schedule: 2 days a week, commencing Tuesday, July 16: 1 training day and 1 volunteer shift per week, plus one Special Event volunteer shift prior to September 3. Limited absences for family vacation permitted, with supervisor's prior permission.

Eligibility

Open to youth entering school grades 8, 9, 10, & 11 in Fall, 2019.*

*The Washington State Historical Society is an equal opportunity employer. All qualified candidates, regardless of sex, ethnicity, disability, age, sexual orientation, or veteran status are encouraged to apply.

Cost

There is a program fee of \$45.00 to partially cover the direct cost of program activities and supplies. Fee waivers are available, based on financial need. The Washington State Historical Society covers all staff and facility costs, plus a percentage of the direct cost of activities and supplies.

Application Requirements

- **Program Application**, plus:
 - **Written permission** to participate from parent/guardian

(Please note that all accepted applicants will be required to pass a background check.)

Are you looking for academic credit or community service?

These are options that must be arranged directly with your school. Be sure and arrange this BEFORE the start of your program.

ACADEMIC CREDIT:

If your school permits academic credit for extra-curricular activities, we will be happy to provide a program description and verify your participation in our program, when completed. You are responsible for any paperwork/permissions required by your school.

COMMUNITY SERVICE:

We will be happy to verify your participation and hours served, when completed.

FAQ

Do you provide transportation?

No. You can find public transportation options here:
https://www.transit.wiki/Washington_State_History_Museum

I cannot afford the program participation fee. Can I still apply?

Yes. We will provide fee waivers based on financial need.

Will I be working on my own?

No. For your volunteer shifts, you will always be teamed with another youth docent or an experienced adult volunteer.

Can I work a "flex" schedule: different days/hours on different weeks?

No. Once your schedule is set, you will be responsible to report for those shifts.

I cannot get parent/guardian permission. Can I still apply?

Unfortunately, no. It is our policy that all minors must have the permission of their parent or guardian.

Why is a background check required?

As in a school or hospital, we work with "vulnerable populations" (for instance, children). Therefore, we are required to insure that anyone working or volunteering in the museum has no criminal record. Your privacy is protected. All court records for minors are sealed, so all we receive is a "pass" or "did not pass" response to the background check.

What happens if I am sick?

You must notify your supervisor as soon as possible if you will not be able to make a shift due to illness.

What about my family's summer vacation?!

We understand. The program requirements allow for you to take up to one week off during the program, **AFTER** completion of the orientation week of the program. (If your family has a vacation planned sometime between July 9 and July 11, or if you need to take more than one week off, please do not apply for the program this year. **PLANNED VACATION DATES must be noted on your APPLICATION.**)

I want to do an independent study for academic credit. Will this program qualify?

Only your school can answer this question. It varies from school to school. If this is your main reason for applying, discuss this with your school administration **before** you apply.

Will this count for community service?

You will be a volunteer, and will perform at least 16 hours of volunteer service under supervision over the course of the program. You are welcome to volunteer for more shifts than the minimum requirement. (Training time does not count as volunteer time in this program.) Please check with the school or other group requiring your community service to make sure that volunteering in the museum will meet their requirements.



Washington State Historical Society

2019 Summer Youth Docent Program Application

APPLICATION DEADLINE IS JUNE 15, 2019

Applications are accepted on a rolling basis.
 Applications may be mailed, emailed, or faxed.
 Applications must be postmarked by **June 15, 2019**.

Submit application to:

Susan Hesselgrave
 2019 Summer Youth Docent Program
 Washington State Historical Society
 1911 Pacific Avenue
 Tacoma, WA 98402
 Email: susan.hesselgrave@wshs.wa.gov
 Fax: (253) 272-9518

PROGRAM FEE:

There is a **\$45.00** fee to participate in this summer program, to partially cover the cost of program materials and activities. Fee waivers are available for financial need. Details on page 6 of this application.

Your Information

Name	
Street Address	
City ST ZIP	
Phone	
Email	
What grade are you entering in Sep. 2019?	___ 8 th ___ 9 th ___ 10 th ___ 11 th
What school will you be attending in September?	School: _____ City: _____
What school do you attend now?	School: _____ City: _____
Parent/Guardian Name	
Parent/Guardian Phone	
Parent/Guardian Email	

Required Background Check

I understand that I will be required to complete a Washington State Patrol Request for Criminal History Information Background Check before being accepted into the program.

Signature of Applicant: _____ Date: _____

I understand that my child will be required to complete a Washington State Patrol Request for Criminal History Information Background Check before being accepted into the program.

Parent/Guardian Signature (required): _____ Date: _____

Age Determination for Program Applicants

Participants must be at least 13 years of age by July 31, 2019. Please select one of the following categories:

____ I am 13-14 years old.

____ I am 15-17 years old.

____ I am at least 18 years old.

Signed _____ Date: _____

PARENTAL PERMISSION for minor child (under 18) to volunteer with WSHS (required):

Signed _____ Date _____

Attendance Policy Agreement

I have read completely the Summer Youth Docent Program description and requirements. I understand that the program requires a significant commitment of attendance at mandatory training sessions, assigned volunteer shifts, and mandatory special events. **I agree to make this commitment.** Further, I understand that excused absences are restricted to personal illness or family emergency. I understand that planned vacation absences must be requested now, in this application, and are restricted to a total of one week **maximum** absence during the program. I understand that failure to honor this attendance requirement will result in immediate dismissal from the program.

Signed _____ Date: _____

PARENTAL AGREEMENT to honor the attendance requirement (required):

Signed _____ Date _____

Essay Questions

How did you hear about this program? Why do you want to participate in the 2019 Summer Youth Docent Program here at the Washington State History Museum? How will this program be helpful to you? What do you expect to get out of the program?

*Please answer these questions thoughtfully and in your own words. Parents or teachers should not help write this answer. Your answer may be as brief or lengthy as you wish. You may answer on a separate page(s) and attach it here. Your application will **not** be judged on your writing or self-expression skills. Applications are being evaluated on motivation and reasons for participating.*

Attach more pages if needed.

I. ORIENTATION WEEK July 9-11

Orientation will take place over 3 days – attendance is required.

1. Tuesday, July 9, 10:00AM-3:00PM
2. Wednesday, July 10, 10:00AM-3:00PM
3. Thursday, July 11, 10:00AM-3:00PM

II. SUMMER PROGRAM WEEKLY TRAINING AND SHIFTS (July 16-August 2, plus one Special Event)

Weekly **team training sessions** will be held usually on TUESDAYS, and occasionally another day if required by the content (for instance, a walking tour, special lecturer). *There may also be the opportunity for additional optional activities.*

You will be required to attend training days *and* complete **at least one 4-hr volunteer shift** per week. Please mark ALL the days/times that you potentially could be assigned to volunteer duty, to help us figure out best scheduling of your shifts.

REGULAR VOLUNTEER SHIFTS

- Wednesday 10:00AM -2:00PM
- Wednesday 1:00PM -5:00PM
- Thursday 10:00AM -2:00PM
- Thursday 1:00PM -5:00PM

- Friday, 10:00AM-2:00PM
- Friday, 10:00AM-2:00PM

In addition, the program requires volunteering for at least one special event. The special event assigned is in August: **IN THE SPIRIT**. (Saturday, August 10). *Exception: If you have a vacation conflict for August 10, you must choose Third Thursday, August 15 or Labor Day, Monday, September 2, instead.* Please mark ALL special event shifts that you could volunteer for.

SPECIAL EVENT: Labor Day, Monday, September 2,

SPECIAL EVENT: Third Thursday, August 15, 2:00PM-6:00PM

SPECIAL EVENT: IN THE SPIRIT FESTIVAL, Saturday, August 10, 9:00AM-1:00PM

SPECIAL EVENT: IN THE SPIRIT FESTIVAL, Saturday, August 10, 1:00PM-5:00PM

Previous Volunteer Experience

Summarize any previous volunteer experience, if any. (No experience is required to participate in program).

Work Restrictions or Limitations

Please list any restrictions that might affect your availability for volunteer work (for instance, vacations, work schedule, family obligations, etc.)

PLEASE LIST PLANNED SUMMER VACATION DATES HERE.

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
Email address	
Relationship (<i>parent, sister, etc.</i>)	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a program participant, any false statements, omissions, or other misrepresentations made by me on this application will be sufficient reason for rejection of my application.

Name (printed)	
Signature	
Date	
Signature of parent or guardian if applicant is under age 18	

PROGRAM FEE

The \$45.00 program fee partially covers direct programming costs (materials, field trips, and admission fees). All staffing and facility costs are funded by the Washington State Historical Society, and the Society subsidizes about 50% of the direct programming costs.

Please enclose a \$45.00 check payable to *Washington State Historical Society*, with “2019 Youth Docent” marked on the memo line.

FINANCIAL ASSISTANCE AVAILABLE: Fees will be reduced or waived in cases of financial need. To request a fee waiver, please check the appropriate box on this application.

REFUNDS: Your payment will be refunded if you are not accepted into the program, or if you withdraw before the start of the program. (A \$25.00 materials charge will be deducted from withdrawals requested June 24–July 8.) Fees will not be refunded for withdrawals after July 8.

Payment

Please indicate your program fee selection below:

<input type="checkbox"/> Program Fee Enclosed	<i>I have enclosed a check for \$45.00</i>
<input type="checkbox"/> Partial Fee Waiver	<i>I have enclosed a check for \$_____ (fill in amount)</i>
<input type="checkbox"/> Full Fee Waiver	<i>No check enclosed.</i>

It is the policy of the Washington State Historical Society to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.