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MISSION STATEMENT

Huntington Children's Museum fosters intentional play to cultivate future generations of life-long learners, leaders, and problem-solvers.

VISION

Our vision is to inspire a world where every child is empowered to explore, discover, and create through the magic of play. We strive to be a leading center of innovation and learning for children of all backgrounds and abilities, nurturing a diverse community where curiosity thrives and every child's potential is fully unlocked.

CORE VALUES

Model Inclusivity and Accessibility

We are committed to creating an environment where every child and family feels welcome, regardless of their background or abilities. Our programs and exhibits are designed with diversity and accessibility in mind.

Strengthen Relationships

We believe in cultivating connections. By supporting bonds between children, families, and the community, we enrich the learning experience and promote a sense of belonging.

Learn Through Play

We believe play is fundamental to learning. Through interactive and engaging experiences, we encourage children to explore, question, and discover the world around them.

Promote STREAM Education

We strive to inspire an interest in science, technology, reading, engineering, arts, and mathematics (STREAM) among all children. We provide opportunities that spark curiosity and encourage future careers in these fields.

Prioritize Health and Well-being

We recognize the importance of holistic development. Our programs promote not just intellectual growth but also physical and emotional well-being, ensuring that children thrive in all aspects of their lives.



ABOUT US

Huntington Children's Museum originated from a teacher's dream to create a vibrant space where play shapes the future. In 2021, a passionate group of individuals united to share her dream and turn it into a reality. The community's momentum grew as a strong volunteer base emerged. The persistence of the grassroots effort enabled HCM to gain confidence in the community leading to much needed financial support from private donors and grant funders.

During renovations, the museum's board and volunteers dedicated over 500 hours and continued to provide programming for over 1,000 local children, supported by local businesses and organizations. The commitment of these individuals persevered for two more years until renovations were completed, allowing HCM to plan numerous annual events and fundraisers, culminating in the grand opening on July 13, 2024. By the museum's first birthday in 2025, we welcomed more than 27,000 guests into our vibrant, child-centered space.

Ongoing community support, donations, and sponsorships have enabled us to offer reduced admissions to thousands of guests through the Museums for All initiative, host recurring free field trips and family nights for students in underserved communities, provide day passes to nonprofits supporting at-risk youth, and create sensory-friendly events. HCM gives our most at-risk families the opportunity to enhance their well-being through play and connection. Through Museums for All (MFA), HCM has expanded its reach to families facing economic hardships by reducing admission costs from \$10 to \$2 for recipients of SNAP and WIC benefits, with approximately 25% of our guests accessing the museum through MFA.

Whether creating a storywalk between HCM and a neighborhood school or collaborating with other local nonprofits to best serve their clients, HCM consistently strives to build community connections and serve as a hub for creativity and possibilities. Together, we can accomplish so much more. By working as a team, we will ensure that the next generation of innovators is ready to tackle the challenges of the future, whatever they may be.

BOARD AND STAFF MEMBERS

A current list of Board and Staff members can be found on our website via <https://hcmkids.org/our-board/>.

EQUAL OPPORTUNITY

The Museum is an equal opportunity volunteer organization and will not discriminate on the basis of race, color, national origin, religion, age, gender, marital status, height, weight or disability. Please speak with the Executive Director if you believe this policy has been violated.

HCM is a non-partisan 501(c)(3) tax exempt charitable organization that is subject to federal, state and local laws and regulations regarding political activities, such as campaign activities, lobbying and endorsements. While individuals at HCM, including Board members, volunteers, and employees, have the right to express their political opinions and engage in political activities, they do so in their individual capacities and do not speak on behalf of HCM unless specifically noted. HCM specifically disavows any partisan opinions or activities that are not made in accordance with these provisions and such opinions and activities are not authorized and may not be attributable to HCM.

HCM is a secular organization and does not endorse and/or affiliate with any particular religious and/or social organization and the views of any such organization does not reflect the views of HCM. HCM may, at its discretion, accept funds or other in-kind donations from religious and/or social organizations but the acceptance of such funds and/or in-kind donations does not translate to an endorsement or affiliation.

ORIENTATION

We recruit new volunteers on a continuous basis. Volunteers providing support at the HCM will receive training during their initial shift.

ONGOING TRAINING

Volunteers are offered the opportunity to lead projects as the need arises. This allows for variety and flexibility in matching volunteer interest and ability to the needs of HCM. Volunteers are also expected to attend regularly scheduled volunteer meetings. Extra training is sometimes scheduled and volunteers are encouraged to attend these sessions.

PUNCTUALITY AND ABSENCES

Every volunteer's role is important and HCM depends on each volunteer to be present at their scheduled time. In case of illness or emergency, please call HCM at 681-378-3330 as soon as you know you will not be able to come in for your volunteer shift.

SMOKING POLICY

HCM has a duty to provide a healthy and clean environment. HCM is a tobacco-free campus. Smoking and vaping are not allowed.



DRUG FREE WORKPLACE POLICY

It is HCM's policy not to allow individuals to volunteer who use or traffic illegal drugs, or who abuse prescription drugs or alcohol. It is a violation of HCM's position on drugs and alcohol for a volunteer to:

1. Be in possession of illegal drugs while at an HCM event or on duty;
2. Sell or distribute illegal drugs on or off "the job"; or
3. Volunteer while under the influence of drugs or alcohol or with illegal drugs in one's system.

Volunteers are expected to report for their volunteer shift on time and in appropriate mental and physical condition for work. HCM reserves the right to dismiss volunteers based on a reasonable suspicion that a volunteer is impaired.

PROBLEM SOLVING PROCEDURE

HCM has an open door policy and we want you to feel comfortable coming to us to discuss any problems, questions or concerns that you may have about your volunteer experience. Our "Problem Solving Procedure" offers all volunteers the freedom to discuss anything they wish with the HCM's Executive Director. Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with the event leader who is often in a position to handle your problems satisfactorily.
2. In the event your problem relates directly to the event leader, is regarding HCM staff, or concerns HCM operations, you may contact the Executive Director.

SEPARATION FROM VOLUNTEERING

Upon occasion, it is necessary for a volunteer to end their volunteer experience at HCM. Since we are dependent on volunteers for many projects and organizational support we ask that you give us as much notice as possible so the team can plan accordingly.

At other times it may be necessary for HCM to terminate a volunteer. Typically, this would be done after the volunteer has been notified of problem area(s) and together an action plan created to correct these. A volunteer may be asked to leave immediately if any illegal, dishonest, or unethical conduct has occurred while volunteering for HCM.

HARASSMENT

HCM strives to maintain a quality environment free from intimidation and insult. We expect all volunteers and employees to conduct themselves with dignity and with respect for fellow volunteers, employees, donors, clients and visitors. Harassment of others based on age, gender, race or national origin or any other statutorily protected reason will not be tolerated.

Harassment includes:

- Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any person's continued association with HCM .
- Making submission to or rejection of such conduct the basis for volunteer decisions affecting any person.
- Creating an intimidating, hostile, or offensive volunteer environment.

You should speak with your event leader or the Executive Director immediately if you feel you have been subjected to harassment. Complaints of harassment will be investigated promptly, thoroughly and given serious consideration. Appropriate action will be taken to eliminate such harassment from HCM. Reports of harassment and subsequent investigations will be handled as discreetly as possible.

DISCLOSURE OF NEWS OR INFORMATION POLICY

The Executive Director and/or the Board President, or designee, serves as the principal contact with the news media and the spokesperson for the organization. Volunteers will not participate in public interviews or release information related to HCM without the permission of the Executive Director and/or the Board President.

Museum, donor and budget planning information as well as Board, staff and volunteer information related to any activities of HCM shall not be disclosed or released to any person or public media unless it has been previously published or otherwise made public. Questions concerning protocols for specific situations should be directed to the Executive Director and/or the Board President.

CONFIDENTIALITY OF CLIENT AND DONOR INFORMATION

HCM deals with sensitive, confidential client and donor information. All interactions with clients and donors are held in the strictest of confidence. All information, including financial and data reports, Board and Committee reports, and all other non-public documents and materials, are the property of HCM and must be treated in the strictest of confidence. Volunteers must follow established security policies and procedures to protect unauthorized modifications, destruction or disclosures. Upon separation from HCM, any information, not independently obtained or otherwise available to the volunteer from public sources, shall be treated as confidential and shall not be used or disclosed without written permission.

COMPUTER, ELECTRONICS AND COMMUNICATION POLICY

HCM maintains computer, electronic mail (“e-mail”), telephone, voice mail and facsimile (“fax”) equipment and systems, online internet access and other analog, digital and electronic communication and information equipment. These systems and services are referred to in total as HCM’s “communications system.” Information contained in any and all of the above is the property of HCM. Volunteers may not add, run, download or install any computer software without the prior approval of the Executive Director and/or the Board President. Volunteers should have no expectation of privacy as to use of any e-mail or voice mail, or documents or files of information created, sent, received or stored in this communications system, either from HCM or through remote access. Electronic communication is to be used for HCM business only and must not be offensive to anyone nor contain material that could be construed as harassment or disparagement of others with regard to any characteristic protected by federal, state, and/or local laws and ordinances. Any evidence of such could be found in violation of HCM’s anti-discrimination policy. Communication Systems should not be used for personal email, Facebook, shopping, games, ventures, political causes, outside activities or other non Museum activities. HCM reserves the right to disclose volunteer electronic communication or internet improprieties to law enforcement without notification to, or permission from volunteers sending or receiving communication. This policy also encompasses any upgrades to current or future communication system acquisitions.

VOLUNTEER ROLE DESCRIPTIONS

- **Play Guide Volunteer:** Be one of the friendly faces that help enhance guests’ experiences and encourage learning through play interactions in our Museum exhibits. Assist the Museum staff by ensuring a safe and clean environment on the Museum floor. Keep an eye out for lost children and keep exhibits organized so that all patrons can enjoy the interactive exhibits.
- **Field Trip Volunteer:** Assist the Museum Educator with scheduled field trips and enrich students’ experiences by providing insight. Additional training required. *Hours vary.*
- **Other:** Various other volunteer opportunities exist and information will be shared upon request. Other opportunities may include data entry, gardening and weeding, program development and delivery, event planning, graphic design, and more.

VOLUNTEER CHECKLIST

- _____ Completed Volunteer Application

- _____ Completed Emergency Contact Form

- _____ Completed Volunteer Manual Acknowledgment Form

- _____ Completed Volunteer Liability Form

- _____ Completed Online Background Check*

*Volunteers are required to obtain a personal background check and forward the results to info@hcmkids.org. We recommend using www.checkr.com/personal-background-checks or www.clearchecks.com/individuals, but other companies may be used. Volunteers must cover the expense of the background check.

VOLUNTEER APPLICATION FORM



HUNTINGTON
CHILDREN'S
MUSEUM

Date of Application

PERSONAL INFORMATION

Full Name:

Date of Birth:

Gender:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Email Address:

EDUCATIONAL BACKGROUND

Degree / Course	University / Institute	Year Graduated	Grade	City

EMPLOYMENT HISTORY

Employer:

Job Title:

Address:

SKILLS & TRAINING

Skill & Training Achievement(s)	Level	Year	Institute

VOLUNTEER AVAILABILITY

Day(s) and Time:

I confirm that my responses are honest and complete, understanding that providing inaccurate information may lead to termination if employed.

Date:

Signature: _____9

EMERGENCY CONTACT FORM

Volunteer Information

Name: _____

Number: _____

Address: _____

Emergency Contact Information

Contact 1

Name: _____

Number: _____

Realationship: _____

Contact 2

Name: _____

Number: _____

Realationship: _____

ACKNOWLEDGMENT FORM

The Huntington Children’s Museum (HCM) Volunteer Manual is an important document intended to help you become acquainted with the HCM’s volunteer policies and procedures. This handbook serves as a guide to your service to the HCM.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the HCM Volunteer Manual and your agreement with the following statements:

- » I have received and read the HCM Volunteer Handbook and Reference Manual.
- » I accept and agree to abide by the policies and procedures contained in the HCM Volunteer Manual.
- » I understand and acknowledge that the policies and procedures described in the HCM Volunteer Manual are subject to change at the sole discretion of HCM.
- » I understand and acknowledge that my volunteer service may be terminated, for any reason, either by myself or HCM.

Name: _____

Signature: _____

Date: _____

VOLUNTEER LIABILITY FORM



HUNTINGTON
CHILDREN'S
MUSEUM

LIABILITY FORM

Thank you for volunteering at Huntington Children's Museum. Please read and sign the volunteer liability release.

As a volunteer, I release and hold harmless Huntington Children's Museum and their successors from any and all claims, costs, suits, actions, judgments or expenses upon any damage, loss or injury to me or to my property which may arise from volunteering. I acknowledge that I am fully aware of any and all risks posed by these volunteer activities and that I have no medical condition that prevents me from engaging in them. I also give permission to be photographed by project partners or the media for use in printed materials, through the internet or through other media outlets.

In signing below, I acknowledge that I have read and understand this volunteer agreement.

Name: _____

Signature: _____

Date: _____

NOTE: If the volunteer is under the age of 18, a parent or legal guardian must sign.

Name: _____

Signature: _____

Date: _____