



Pitstone and Ivinghoe Museum Society

Registered Charity No. 273931

Volunteer contact information & agreement

PIMS asks that volunteers:

Work as a team member with other volunteers under the direction of the museum management.

- Read the Volunteer Handbook.
- Carry out any agreed tasks to the best of their abilities.
- Give reasonable notice when they are unable to meet their volunteer commitment.
- Adhere to procedural guides in the interests of health and safety and where these may not appropriate, use basic common sense to minimise the risk of an accident.
- Be courteous and helpful to visitors and promote the museum at appropriate times.

In return, volunteers may expect that PIMS will

- Attempt to match the needs of the museum with the skills, knowledge, experience, age and interests of the volunteer.
- Provide a friendly working environment in which new skills may be learned.
- Promote a safe working environment together with employer's liability insurance cover.
- Maintain a dialog concerning current and future plans for the museum collection and site.

Name (print)	
Address	
Post code	
Tel. No.	
Email	
Emergency Contact	Tel. No.
Useful Skills	
Signed	Date

When completed, this form should be passed to the Volunteer / Membership Secretary

Conditions and general data protection regulation statement

This agreement form does not constitute a legal contract of employment. Under the General Data Protection Regulations (GDPR) the Pitstone & Ivinghoe Museum Society (PIMS) must inform members of what personal data we collect and how we use this data. Through the membership and/or volunteer application forms we collect your names and addresses and optionally your telephone numbers and email addresses. These are held securely on computer and none of this information is shared with 3rd parties or other organisations. For society members we use your data to manage your subscriptions, Gift Aid claims and to post out quarterly newsletters. For society members and volunteers, we may use your telephone and email addresses to inform you of upcoming meetings and events.