



## **The OSA Volunteer Program Guidelines and Agreement**

The volunteer program for the North Carolina Office of State Archeology (OSA) is a competitive opportunity for students and those interested in furthering their career in the field of archaeology by participating in volunteer opportunities available at our Research Center or Raleigh Office. The program allows volunteers to learn the methodologies of an archaeological laboratory or environmental review office, and often involves (but does not always include) cleaning and analysis of artifacts, lifting boxes (approximately 20 lbs.), minimal field work, data entry, scanning, and digital and paper file organization.

### **I. Program Guidelines**

In order to volunteer the following conditions must be met:

- Volunteers will be taken on a six-month rotation for no more than 2 days per week. This is due to the high volume of interested candidates.
- Volunteers must notify their supervising OSA staff member in advance of missed days. Three missed days with no advance notification will result in termination of this volunteer opportunity.
- Volunteers must provide contact information (email and phone number) to their supervising OSA staff member in order to be notified regarding any changes to schedules or closures.
- Volunteers must wear appropriate clothing. Casual dress (jeans, t-shirt, and tennis shoes) is acceptable for the Research Center, while business casual is recommended for the Raleigh Office.
- Volunteers are encouraged to have a tetanus shot or booster before working with artifacts.

In the sole discretion of OSA staff, any inappropriate actions or behavior will result in the termination of this volunteer opportunity and the volunteer will be prohibited from any future access to either facility. The volunteer may exit the volunteer program at any time by notifying their supervisor and is not required to complete the six-month rotation.

### **II. Volunteer Agreement**

I, the undersigned, in consideration for being permitted to participate as a volunteer with the OSA, fully acknowledge, understand and agree to assume any and all risks, whether foreseen or unforeseen, involved in my participation as a volunteer including, but not limited to, those risks associated with lab work, field work and excavation such as working with hand tools, chemicals, cleaning supplies, and motorized vehicles and equipment; lifting heavy objects; exposure to the outdoors (temperature variations, sun exposure, etc.); working in close proximity to wild animals, plants and fungi, and any and all risks of disease, injury (including death), or property damage or loss therefrom.

Furthermore, I understand that archaeological sites, artifacts, and other information represent the remains of past heritage's and living people and respect the rights of all citizens to information about this past. I understand and acknowledge that any information concerning site locations obtained at the Office of State Archaeology is privileged information and must be kept in strict confidence. I agree to use the knowledge and training I obtain through this program to promote the best interests of archaeological resources in accordance with these beliefs and agree to support programs and activities designed to properly manage these archaeological resources.

I agree that I will complete any required training specific to the tasks to be assigned to me by the OSA prior to performing any volunteer duties or responsibilities associated with such tasks and will promptly comply with any requirements for additional requested training throughout my tenure as a volunteer. I further agree to wear protective clothing/equipment, as appropriate, and not to use equipment or tools unless properly trained and only as instructed. I understand that it is my responsibility to contact my supervisor if I have any questions or concerns about my duties as a volunteer. I understand that I may cease volunteering at any time by notifying my supervisor. I understand and agree that the OSA may discontinue the volunteer program at any time with no prior written notice.

I fully understand and hereby agree that I will not receive any form of compensation or remuneration for these services. I also understand and agree that I am not entitled to any benefits from the OSA including, but not limited to, insurance (including health or life insurance), workers' compensation benefits or unemployment benefits, any claims to such benefit or compensation being expressly waived by myself, any parent/guardian (in the case of minor), and my heirs, successors or assigns.

I further agree that the OSA may make photographs, videos, or other recordings of me while volunteering or performing any work associated with my volunteer duties, that any such photographs, videos, or recordings will remain the property of the OSA, and that the OSA retains the rights to use any such photographs, videos, or recordings in any manner, media or format, at the OSA's sole discretion, without compensation or further notice to or approval or inspection by me.

I acknowledge that I have read, fully understand, and voluntarily agree to the terms of this Agreement and that no oral representations, statements or inducements apart from this Agreement have been made to me.

Participant Name (Printed): \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If Participant is under 18:

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_