



CSM_oA VOLUNTEER APPLICATION PROCESS

The museum's volunteer program is managed by the City's Volunteer Services. Anyone interested in volunteering for the museum must have their application vetted by the city. The approval process can take days/weeks depending on the application of the volunteer.

1. Interested Applicants

Any person interested in volunteering at the museum is directed to the website, where they can gather information on our different volunteer programs:

- Internship
- Adult Volunteer
- Teen Volunteer
- Docent
- Link: <https://coralspringsmuseum.org/get-involved/>

2. Application

Applicants must visit the page for Volunteer Services and select the option that applies (Adults or Teens). This application is revised by the Volunteer Services staff. The process can take days/weeks as it involves background checks and fingerprinting, done on-site at the Volunteer Services Office. There is an area in the form where interested volunteers can select the museum as the area of interest. The form is here: <https://www.coralsprings.gov/Government/Departments/Human-Resources/Volunteer-Services>

3. Approved Applicants

Once the museum gets notification of an approved volunteer, the museum staff will start the process of onboarding the volunteer, which includes scheduling, interviewing for areas of interest, etc. Depending on the tasks, an orientation will be provided as a group or individually, and hours are tracked for the volunteer, the museum, and the city's record keeping.

4. Special Situations/Mandated Service*

The City provides an opportunity for teens (14 years of age or older) and adults who have been arrested for a misdemeanor crime to serve community hours instead of formal court proceedings or fines. This program is for Coral Springs residents only. In this situation, applicants must:

- a. Contact the city directly at 954-346-4434 to begin their process
- b. Pay an administrative fee of \$25 cash or money order at City Hall
- c. Contact volunteer services again to start the application over the phone, visit their office to sign paperwork/forms, and bring the receipt of payment to the appointment.