

## New Volunteer Process

Here are the steps to becoming a NNMA Volunteer

1. **Complete a Volunteer Application form.** You can print the form, complete it and mail it to the address on the cover page of the application form. If you prefer, you may scan the document and email it to [volunteer\\_nnam@outlook.com](mailto:volunteer_nnam@outlook.com).
2. **Talk with us.** Once we have your application, we will give you a call to chat with you about the program and what you see yourself doing.
3. **Attend an orientation.** Orientations are conducted on the first and third Mondays of each month from 9:00 a.m. to 11:00 a.m. Our orientation leader will provide an in-depth introduction to our program, answer your questions, and walk you through the museum, describing the various jobs being done by our volunteer force.
4. **Schedule training.** All volunteers (except Library and Restoration) are asked to go through four 4-hour training shifts. Two on the Information Desk (one AM and one PM) and two in Security (one AM and one PM). If you can come to orientation with at least two dates in mind that will work for you, we can schedule your first training times that same day. You can also call us in a day or two to get scheduled if that works better for you. Morning shifts begin at 8:45 a.m. and go until 1:00 p.m. Afternoon shifts begin at 12:45 p.m. and go until 5:00 p.m. (closing).

**Dress code** for training is the same as the dress code for all visitor-facing volunteer positions:

Men: Dress shirt with tie, Navy blue blazer/sport coat, gray or tan slacks

Ladies: Dress blouse with a Navy blue blazer/coat; gray, tan or navy slacks or skirts (white may be worn during summer months). Neck wear is optional for women.

Shoes must be black or brown, closed-toe dress style.

Individuals who were authorized to wear a flight jacket on active duty may wear it in place of the Navy blazer or coat while performing volunteer duties.