



NORFOLK SOCIETY FOR CEMETERY CONSERVATION

VOLUNTEER INFORMATION AND GUIDELINES

Thank you for your interest in volunteering with Norfolk Society for Cemetery Conservation (NSCC)!

NSCC, in partnership with the City of Norfolk Bureau of Cemeteries, relies heavily on volunteers to help conserve more than 360 acres of historic cemeteries within Norfolk. Every hour of service matters and is much appreciated.

Volunteer workdays are Thursdays and are led by NSCC volunteers and the City of Norfolk Bureau of Cemeteries staff. Workdays typically begin at 8:30 a.m., April-November, and end between 12:00 noon and 1:00 p.m., respectively. If you or your group wishes to arrive or depart at an earlier or later time, please let us know. If you are responsible for a group of volunteers, it is important that we receive an accurate count of expected volunteers at least a week prior to your preferred workday.

Required Paperwork

Each cemetery volunteer must bring a signed volunteer application/waiver to the volunteer workday. The volunteer application follows this letter. Volunteers under 18 years of age must have the application co-signed by a parent or guardian. Volunteers under 15 years of age must be accompanied by a parent, guardian, or organizational chaperone who is over 21 years of age.

Workday Activities

Volunteer workday tasks typically include:

- Landscape beautification (planting, trimming, raking, etc.)
- Monument recovery, repair and leveling
- Litter pickup

Things You Need to Bring

Tools, trash bags and light refreshments are provided. Your group may also bring refreshments. Letters of volunteerism are also available upon request. Your safety is important, so we ask that when you arrive, you are adequately equipped to complete workday activities. For that reason, we ask that all cemetery volunteers bring:

- Work gloves (gardening gloves or outdoor heavy-duty work gloves). Latex gloves or regular gloves are not sufficient for assigned tasks.
- Clothing that can get dirty, torn or stained.
- Close toed shoes or other protective footwear (no open toed shoes are permitted for safety reasons)

If you have additional questions, please contact us using the information listed below. Thank you in advance for your service.

We look forward to working with you!

PO Box 11446
Norfolk, VA 23517
(757) 619-0540

www.NorfolkSocietyforCemeteryConservation.org
www.Facebook.com/NorfolkSocietyforCemeteryConservation.org

Revised May 2018



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VOLUNTEER APPLICATION

Please print clearly in blue or black ink. Applicants must bring a completed volunteer application to the volunteer workday event. Completion of the volunteer application does not guarantee engagement as a volunteer. Qualified volunteer applicants are considered without regard to race, color, religion, gender, national origin, age, sexual orientation, marital status, or non-job related medical condition or disability. For more information, contact Diana Ramsey at (757) 619-0540.

Personal Information

Title (Circle one): Miss Ms. Mrs. Mr.

Full Name: _____ Nickname: _____

Address: _____ E-Mail: _____

Day Phone: _____ Evening Phone: _____

Emergency Contact: _____ Relationship: _____

Day Phone: _____ Evening Phone: _____

I am between the ages of (Circle one): Under 15 15-17 18-24 25-40 41-54 55+

Note: Volunteers under 15 must be accompanied by parent or guardian. Volunteers under 18 must have the application co-signed by a parent or guardian.

Do you have any special needs or restrictions? If yes, please explain.

Certification & Acknowledgement of Risks

I hereby certify that all statements made in this application are true and correct to the best of my Knowledge; and I authorize investigation of data pertinent to my volunteering.

I understand and agree that in the performance of voluntary services, I am not a City of Norfolk employee and shall have no rights to wages or benefits and no promise, expressed or implied, of consideration for future employment.

I agree to indemnify and hold the Norfolk Society for Cemetery Conservation, the City of Norfolk, its employees and contractors, harmless from any and all liability for any injury that I might incur arising out of or in any way connected to my participation in this program. I also agree to grant full permission to the Norfolk Society for Cemetery Conservation and the City of Norfolk to use my name and any photographs, video, or recordings for any purpose whatsoever without any obligation, liability, or compensation to me.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Print Name of Parent/Guardian: _____ Date: _____

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