



**VOLUNTEER
MANUAL
AND
APPLICATION**

**LEWIS H LARSON, JR. ANTHROPOLOGY
VOLUNTEER PROGRAM**



Version 3.1

Dear Volunteer,

Welcome to the Anthropology Department Volunteer Team. Volunteering is part of our Education Outreach Program, and your interest in volunteering is very exciting to us. As a volunteer, you will have the chance to obtain hands-on experience with different aspects of anthropology while working with professionals. Not only will your experience open up a world wide range of opportunities for your future, volunteering is also a benefit for your resume. You will make new friends, meet renowned anthropologist, archeologist, and learn about different avenues of each along with museum science. Because volunteers are not paid, you will be eligible for our *Lewis H. Larson, Jr. Medal Reward Program*. This is a program that recognizes your achievements as you work your way through copper, bronze, silver, and gold levels.



We look for enthusiastic, hard-working volunteers to help us expand our program and bring new ideas. As a volunteer you must be committed to obtain the knowledge of and uphold the volunteer policies and procedures described in this manual. The policies and procedures ensure the dignity and rights of all volunteers and maintain the credibility of the program. A violation of these policies and procedures may result in termination of your work within the program.

We have a commitment to our volunteers to provide you with benefits and privileges, placing you in the best project in accordance with your interest. Volunteers are selected based solely on job availability and qualifications and is never based on race, age, religion, color, gender, national origin, or handicap.

We are proud that you are interested in volunteering. We sincerely look forward to working with you!

Sincerely,

The Anthropology Department Team

Mission Statement

The *Lewis H. Larson, Jr. Anthropology Volunteer Program (Volunteer Program)* is committed to the highest quality instruction, research, and service activities that are contributions to the vision and mission of the University of West Georgia. The Anthropology Department embraces academic freedom in the conduct of its faculty, as well as the philosophy, and objectives of liberal arts education through its contributions to general education and the core curriculum. The department supports the anthropological research and instructional activities of the faculty and is a resource for visiting scholars from across the United States. The *Volunteer Program* provides unique learning and directed research opportunities, as well as Educational Outreach Programs within the local community. The *Volunteer Program* as a whole is committed to instructional excellence, continuing professional development, scholarly contributions, and service to the institution and civic community.

History and Description

In 1972, when Lewis H. Larson, Jr. was appointed Georgia's first State Archaeologist, State Historic Preservation programs were struggling to combine state duties with the new mandates of the National Historic Preservation Act (NHPA). As state archaeologist, Larson was the senior advisor in matters involving archaeology in state government. Only one year after Larson's appointment, Governor Jimmy Carter reorganized state government and followed Larson's advice to transfer the Historical Commission's functions to the new Department of Natural Resources. Lewis H. Larson, Jr. retired on 1 September 1998, bringing to a close more than fifty years of involvement in Georgia and Southeastern archaeology.

The Anthropology Department became an independent department in 2003. It is dedicated to the use and exploration of existing and emerging technologies that improve opportunities for faculty and student learning. It provides a broad range of public service activities and proactive partnerships that: promote more effective utilization of human and natural resources; contribute to economic, social, and technical development; and enhance the quality of life within the University's scope of influence. The Department of Anthropology also embraces other aspects of the university values (such as valuing diversity, cultivating a personal environment, and affirming the equal dignity of each person), even if they are not directly stated in the department's mission statement.

The Antonio J. Waring, Jr. Archaeological Laboratory (Waring Laboratory) has been serving multiple constituents since the early 1970's. Today, the Waring Laboratory is the only facility of its type in Georgia specifically designed to meet both academic needs and Federal standards, in regards to the 36 CFR 79 regulations for the curation of archaeological collection. The laboratory serves as a repository for the University research collections from state and federal agencies and had responsibilities for archaeological resources management and collections resulting from the compliance research project undertaken by private archaeological firms. The laboratory supports archaeological research interests and instructional activities of the faculty and is an important resource for visiting scholars from across the United States. The laboratory also provides unique learning and directed research opportunities for students at the University of West Georgia. The laboratory has educational outreach programs for elementary, middle, high schools and the public. The largest part of the Waring Laboratory is dedicated to the curation of archaeological collections. This fifty-foot (50') by seventy-five foot (75') area contains two levels of curation shelving providing space for 7,016 cubic feet of archaeological

material. Existing collections representing artifacts and their associated records from hundreds of prehistoric and historic archaeological sites occupy over 5,000 cubic feet of this space.

The *Volunteer Program* at University of West Georgia is the only volunteer program open to both the public and students year round complete with application, on-line training, and a *Medal Rewards Program*. (Per correspondence with Risk Management, UWG: November 12, 2003). Current volunteers include both members from the community and students at UWG. Since October 2003, 78 volunteers have contributed more than 2780 hours of service. Volunteers work alongside professional staff and faculty on a wide range of projects providing them with hands-on experience in cataloging, data entry, library work, research, and public outreach.

Volunteer Requirements

Volunteers are hired based on need, prior experience, and interest level. There are two types of volunteers: junior and senior. A junior volunteer is between eight and seventeen years of age. Restrictions are placed on the projects available for junior volunteers at the discretion of the administrative staff or faculty supervisor. A Volunteer must have reliable transportation to and from the work site. Volunteers must be able to work a minimum of two (2) hrs per week for most positions (preferred) or five (5) hrs per month and some of the work may be done at home. All volunteers will work closely with their supervisor and develop a verbal or written contract (depending on the project) before beginning work. Volunteers are eligible to work on any project once they have completed the applicable training. There are currently eleven (11) blocks a Volunteer may work. Each block has different requirements regarding times and project length. Refer to training below for specific details.

Volunteer Jobs

Jobs at the Anthropology Building

- **Physical Anthropology**- Physical Anthropology is the study of humans as biological organisms, within an evolutionary framework, and with an emphasis on the interaction between biology and culture. It also includes the study of our closest relatives, the non-human primates. The field includes studies on biological evolution, genetic inheritance, anthropometry, osteology, human adaptability and variation, forensic anthropology, primatology, primate morphology, paleoanthropology, etc.

Minimum requirements: Two-hour block per week. Experience with Microsoft Excel®, attention to detail, willingness to be trained and interest in the subject. Some of the work can be completed at home.

- **Cultural Anthropology**- Cultural Anthropology is the study of the knowledge, values, and ways of viewing the world of living peoples. Volunteers will learn how to understand the internal logic of another society and why people do what they do.

Minimum requirements: proficient computer skills, ability to perform literature review, and other duties as needed for the position. Two-hour blocks per week minimum and some of this work may be completed at home.

- **Anthropological Archaeology**- Anthropological Archaeology is the study of archaeological specimens with the goal of understanding the cultural and biological



context of humans. Volunteers will learn about the analysis of archaeological artifacts in a laboratory setting using standard archeological techniques.

Minimum requirements: Two-hour block per week, an attention to detail, persistence, computer skills, and an interest in professional archaeology.

Jobs at the Waring Laboratory

- **Curation and Collection Management-** Assisting with collection care though cataloging, inventorying, assessing, revitalizing, and stabilizing artifacts.

Minimum requirements: Two-hour block each week; training workshop required

- **Education and Outreach** - Teaching children and the



public though mock excavations and teaching children about archaeology in local schools as well as creating exhibits for tours. Volunteers in this area give tours to visitors and classrooms in local schools. They also help with special projects.

Minimum requirements: 5 hours a month, some work can be completed at home.



- **Library Technician-** Helping to organize and enter materials into the research library.

Minimum requirements: Two-hour block each week.

- **Data Entry-** Helping to proofread and enter collection information (artifacts and documents) into the laboratory database.

Minimum requirements Five hours a month, access to internet, and knowledge of Excel, may work at home.

Volunteer Application Process

1. Volunteers are chosen based on experience and need.
2. Read the [Volunteer Policy and Procedure Manual](#) and complete the Application attached at the end of the document. Note: Junior Volunteers must have their parent/legal guardian sign the application.
3. Review the Volunteer Website for available positions.
4. Bring in, or mail, the completed Application to: [Volunteer Program](#), Antonio J. Waring, Jr. Archaeological Laboratory, University of West Georgia, Carrollton, GA 30118. The Applicant will be contacted by the [Laboratory Coordinator](#) to clarify the application.
5. Volunteers may work in multiple areas both in the Anthropology Building and in the Waring Laboratory. The Laboratory Coordinator will direct the volunteer to the applicable supervisor for their interest level.
6. If hired, the applicant and the immediate supervisor will then develop a written or oral contract of work.
7. Training takes place on the job, on-line and by workshops (see below).

Training

Volunteers must complete the appropriate training block before beginning the project. All volunteers regardless of assignments must complete Block I (Orientation) of training that includes a tour of the Waring Laboratory and the Anthropology Building to help them become familiar with their surroundings. All senior volunteers wishing to work with artifacts must complete and turn in an on-line training [Managing Archeological Collections: Technical Assistance](#) (National Park Service) with scores of 80% or better. Junior Volunteers must complete the [Junior Volunteer Training Packet](#). If a volunteer will be working with chemicals, the volunteer must complete the online training course regarding Hazardous Waste Awareness (www.usg.edu/ehs/training/rtkbasic) before beginning work in that block, as required by the Georgia Right to Know Act. Additional training in other areas will be necessary for each task assigned.

Training is provided by administrative staff during formal workshops, faculty, and other volunteers who have successfully completed a training block. **All volunteers' regardless of assignments are welcome to learn any Block.**

- Block I.** Orientation (At the completion of this section, the Volunteer will be able to know the purpose of each room in the Anthropology Department Building and the Waring Laboratory. The Volunteer will be able to locate supplies in the area(s) they plan to work and be familiar with building policy and procedures)
- Block II.** Artifacts and Handling (After the completion of this section the Volunteer will be able to have the skills to move and handle artifacts, know what kind of gloves can be used for which artifacts)
- Block III.** Library (After the completion of this section the Volunteer will be able to use the Library Database, know the different sections of the library, be able to find material on their own, and know where to put material when completed).
- Block IV.** Assessment (After the completion of this section the Volunteer will be able to assess a collection on their own and write a well-written assessment report)
- Block V.** Revitalization (After the completion of this section the Volunteer will be able to fix a collection by placing artifacts in archival quality packing, constructing a collection catalog, completing and entering a document catalog, and writing a well-written revitalization report.)
- Block VI.** Accessioning (After the completion of this section the Volunteer will be able to use the database to complete entry of collection information)
- Block VII.** Shelving (After the completion of this section the Volunteer will be able to locate collections on the shelves in both databases, enter the new shelf location of the collection into the relational database, organize the paperwork, and generate box labels with bar codes)

Block VIII. Education Outreach (After the completion of this section the Volunteer will be able to know how to use the teaching trunks, set up and give a guided tour on their own, and how to assist with the Mock Excavation)

Block IX. Physical Anthropology (After the completion of this section the Volunteer will have basic understanding of the basic types of data involved in conducting Physical Anthropology research, how it is used, and how it is managed.)

Block X. Cultural Anthropology (After the completion of this section the Volunteer will have basic understanding of how to perform data collection, data analysis, and/or writing-related tasks.)

Block XI. Anthropological Archaeology (After the completion of this section the Volunteer will be able to perform the analysis of archaeological artifacts in a laboratory setting using standard archeological techniques).

Volunteer Rights

We are enthusiastic about including volunteers as part of the team. However, we must stress that volunteers can be dismissed if procedures and policies established are not followed. Volunteers can also expect their rights to be valued and respected.

Rights of a volunteer

- The right to be treated as a co-worker.
- The right to a suitable assignment.
- The right to on the job training.
- The right to continued education on the job.
- The right to be heard by authority individuals.
- The right to appeal statements brought against you.



Responsibilities of a volunteer

- Punctuality and giving adequate notice of any absence
- Completing work as agreed upon
- Asking questions when in doubt of the correct procedure
- Dressing appropriately
- Keep your work station clean
- Not consuming food or drink in the Curation Room
- Handling artifacts with care
- Reporting problems to your direct supervisor
- Keeping track of your hours
- Working when on the time clock
- Not disturbing others at work or their ability to work

Chain of Command and Supervision

Junior volunteers must work in a team with a senior volunteer. Only the assigned administrative staff or faculty member of the Anthropology Department is allowed to supervise a volunteer. Student staff members and established volunteers may be asked to manage a team project and assist in training new volunteers; however, neither is allowed to supervise the volunteer. A volunteer may work on more than one project, and therefore, have more than one supervisor. Volunteers are responsible for tracking their own time and reporting errors either on the time clock with the senior secretary at the Waring Laboratory. The volunteer's immediate supervisor is responsible for all evaluations. Should you come across any problems during your volunteering, you should direct your problems and concerns to the immediate supervisor. If the problems or concerns are not resolved, or if the problem or concern relates to the immediate supervisor, then the volunteer can go to the Laboratory Coordinator or Laboratory Director to resolve conflicts or issues. The Laboratory Director makes the final decisions.

Benefits to the Volunteer

We recognize that our volunteers provide a valuable service and want everyone to have multiple opportunities to be rewarded. All volunteers are invited and encouraged to participate in Anthropological Society (http://anthropology.westga.edu/anth/index_7150.php) events in accordance to the rules of the University of West Georgia. Volunteers meet four times a year to discuss concerns regarding the program and about current anthropological topics chosen by you. All volunteers will be added to the staff and volunteer list serve to serve as a method of communication and discussion of current topics of interest.

A Volunteer will be recognized in two ways: The number of hours worked, and the number of successful training blocks completed. The first reward is each volunteer will receive a certificate to be given out at the Anthropology Department's Spring Awards dinner for each training block completed. The second reward is through the *Lewis H. Larson Jr. Medal Reward Program*. This program is based on satisfactory performance and the number of hours a Volunteer has earned in service. The following are the levels of the program:

- **Copper**
With 40 hours of service and satisfactory performance evaluation, the volunteer will receive: A Copper Volunteer Certificate and their name added to the Anthropology's website.
- **Bronze**
With 100 hours of service and satisfactory performance evaluations, volunteers will receive: A Volunteer Program tee-shirt with the volunteer logo and a Bronze Volunteer Certificate.
- **Silver**
With 250 hours of service and satisfactory performance evaluations, volunteers will receive: A Volunteer Pin with their name to be used for future programming and a Silver Volunteer Certificate
- **Gold**
With 500 hours of service, satisfactory performance evaluations, volunteers will receive: Their name on the Lewis H. Larson Jr. Medal Reward's Program plaque and a Gold Volunteer Certificate.

Evaluations and Dismissal

Every volunteer will have their work evaluated by their immediate supervisor. Evaluations will be made at the end of the volunteer's employment with the program. Evaluations also may be undertaken at any time during the semester, if questions arise about

performance or the conduct of a Volunteer. Evaluations are used to track the progress of a volunteer. A Volunteer automatically will be dismissed after two months of inactive status, unless prior arrangements have been made. Note that the summer months of June, July, and August are exempt. The volunteer may appeal a decision to dismiss to the Laboratory Director. The Laboratory Director will make the final decision regarding the volunteers testimony, that from other staff, and prior evaluations of the volunteer. If a Volunteer is not accomplishing their task in a reasonable amount of time or causing a disturbance the following disciplinary procedures will be followed:

1st offense: Verbal Counseling by the immediate supervisor

2nd offense: Written statement of situation and counseling of the volunteer by the immediate supervisor

3rd offense: Counseling of volunteer and dismissal by the immediate supervisor.

Adding Amendments to Policies and Procedures

The Laboratory Director in consultation with the Laboratory Coordinator at the Waring Laboratory reserves the right to amend these policies and procedures. All volunteers have the right to be advised of any changes.



Lewis H. Larson, Jr. Volunteer Program University of West Georgia



Name and General Information						
Name				Date		
Evaluation Purpose:						
Hours of service			Date of hire			
Status						
Staff <input type="checkbox"/>		Junior Volunteer <input type="checkbox"/>		Senior Volunteer <input type="checkbox"/>		
Copper Volunteer <input type="checkbox"/>			Silver Volunteer <input type="checkbox"/>			
Bronze Volunteer <input type="checkbox"/>			Gold Volunteer <input type="checkbox"/>			
Training blocks completed (Circle all that apply)	Block I. Orientation; Block II. Artifacts and Handling; Block III. Library; Block IV. Assessment; Block V. Revitalization; Block VI. Accessioning; Block VII. Shelving; Block VIII. Education Outreach; Block IX. Physical Anthropology; Block X. Cultural Anthropology; Block XI. Anthropological Archaeology, Other _____					
Evaluation						
		Poor	Fair	Satisfactory	Good	Excellent
Master of Job Skills - ability to understand project		□	□	□	□	□
Efficiency - punctual, accurate		□	□	□	□	□
Initiative - self-starter, does work on own time		□	□	□	□	□
Cooperation - works well with others, willing to do their part and asks questions.		□	□	□	□	□
Attitude - pleasant, interested, enthusiastic		□	□	□	□	□
Productivity - produces desired quantity of work		□	□	□	□	□
Responsibility - fulfills responsibilities, dependable		□	□	□	□	□
Strengths:						
Weaknesses:						
Additional Comments:						

Signature of Immediate Supervisor/Date

Signature of Volunteer or Student Staff/Date



Volunteer Application

Antonio J. Waring, Jr. Archaeological Laboratory
 University of West Georgia Carrollton, Georgia 30118
 Phone: (678) 839-6303 Fax: (678) 839-6306



Contact Information

Today's Date: ___/___/___

Name			
Local Address			
City ST ZIP Code			
Permanent Address			
City ST ZIP Code			
Home Phone			
Mobile Phone			
Work Phone			
E-Mail Address			
How did you hear about us?			
Date of Birth			
Application Type	Junior (8-17) <input type="checkbox"/>	Senior (18 year and older) <input type="checkbox"/>	

Availability

Are you a UWG student Yes NO (UWG Students, please attach your class schedule)

During which hours are you available for volunteer assignments? List the time you are available for each day of the week. Note: The Waring Laboratory is open from 8:30-5:00 M-F.

Number of Hours Each Week		Date Available to Start	
Can you work from home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>Available and Preferred work times:</i>			
<i>Mon</i>	<i>Tues.</i>	<i>Wed.</i>	<i>Thurs.</i>
<i>Fri.</i>			

Interests

Which areas you are interested in volunteering. Rank each in order of preference.

- | | |
|---|---|
| <input type="checkbox"/> Curation Assistant
<input type="checkbox"/> Education/Outreach
<input type="checkbox"/> Data Entry
<input type="checkbox"/> Physical Anthropology | <input type="checkbox"/> Library Technician
<input type="checkbox"/> Archaeological Anthropology
<input type="checkbox"/> Cultural Anthropology
<input type="checkbox"/> Other _____ |
|---|---|

Education Background

List education experience.

High School			
Concentration		Years Completed	
College			
Major(s)/Minor(s)		Years Completed	
Graduate School			
Major(s)/Minor(s)		Years Completed	

Previous Work/Volunteer Experience

List last two employments.

Current Employer			
Employer Address			
Phone		Years Employed	
Position and Duties			
Last Employment 1			
Employer Address			
Phone		Years Employed	
Position and Duties			

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

- | | |
|--|--|
| <input type="checkbox"/> Photography | <input type="checkbox"/> Microsoft Excel® |
| <input type="checkbox"/> Drawing | <input type="checkbox"/> Microsoft Access® |
| <input type="checkbox"/> Typing _____ | <input type="checkbox"/> PowerPoint® |
| WPM/Accuracy | <input type="checkbox"/> Adobe PhotoShop® |
| <input type="checkbox"/> Cataloging | |
| <input type="checkbox"/> Microsoft Word® | |

Describe your knowledge with the above.	
Hobbies	
Other	

Expectations

Summarize what you plan to gain from your volunteer experience with us. Also list any other information about skills or interests that you would like to develop.

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Emergency Information

Identify any Health Concerns we need to be aware of and an Emergency Contact.

Health Concerns			
Emergency Contact		Relation	
Phone			

References

List two people not related to you that we may contact as personal references.

Name			
Address			
Phone		Years Known	
Name			
Address			
Phone		Years Known	

Release and Signatures

If you are applying as a Junior Volunteer, than your parent or legal guardian must sign.

Junior Volunteer

I (Print) _____, the parent/legal guardian of _____, do give my permission to volunteer in the Anthropology Department, with the understanding that in signing this statement that my child and I have gone over the policies and procedures manual together and I understand the possible hazards of the workplace. With my signature, I absolve the Anthropology Department from any responsibility should an accident happen while my child is volunteering. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I my child is accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in his/her immediate dismissal.

Parent/Legal Guardian Signature: _____

Date: ____/____/____

Senior Volunteer

I (Print) _____, do hereby attest that I have read the Lewis H. Larson Jr., Volunteer Program's Policies Manual and do hereby pledge to obey the procedures and policies set down therein with an understanding that if I break any procedure or policy set down in this manual that this may be used as grounds for my dismissal. I give permission to the Anthropology Department to perform a background check, if deemed necessary. With my signature, I absolve the Anthropology Department from any responsibility should an accident happen to me while I am volunteering. By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: _____ Date: ____/____/____

Our Non-Discrimination Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us!!!

Send Completed Application To:

Volunteer Program
Antonio J. Waring, Jr. Archaeological Laboratory,
University of West Georgia
Carrollton, Georgia 30118