



Process for New Volunteers

1. Fill out a volunteer application and submit to the Volunteer Coordinator for acceptance.
2. The Volunteer Coordinator will call or email you to set up a Basic Orientation. You may reach the Volunteer Coordinator, Angela West at 316-350-3317.
3. If you are interested in “Behind the Scenes” volunteering, sign up for non-costumed volunteer opportunities.
4. In street clothes, spend time in each interpretive site to familiarize yourself before making the decision of which areas you are interested in or which auxiliary group appeals to you.

If you choose to pick one of the groups (Dixie Lee, Entre Nous, or Baseball) they have their own orientation process.

If you choose to be an “unaffiliated” volunteer you will work alongside a museum staff or volunteer to learn the area of interest.
5. For costumed interpretation, schedule an appointment to meet with the Volunteer Coordinator to get your basic outfit. Clothing is loaned on a day-to-day basis until 50 hours is achieved. You must contact the Volunteer Coordinator 24 hours ahead of your scheduled volunteer time so that garments may be set aside.
6. Once outfitted, notify the Volunteer Coordinator of the times you wish to volunteer.
7. Become familiar with the history of Wichita, Kansas, and nationwide from 1865-1880 by reading suggested materials listed in the Basic Orientation handbook (if you are in costume, the visitors perceive you as a person who knows all the history and the answer to all their questions!)
8. Read suggested material specific to the site or group you will be interpreting.
9. Work with Museum-staff or volunteers. Over time you will acquire the knowledge and skills to interpret on your own.
10. After you have volunteered for four (4) times, the Volunteer Coordinator will contact you to gauge your interest level (sometimes doing it is not as fun as watching someone else doing it!) If you wish to continue, the Volunteer Coordinator will submit a required background check to the city of Wichita to enable your prolonged volunteering.
11. Prior to handling, displaying, carrying, or possessing firearms/weapons on the grounds of Old Cowtown Museum, all individuals must have completed a designated firearms/weapons safety-training course that covers OCM rules and guidelines relevant to their usage.
 - a. No one under 21 may discharge a firearm.
 - b. Persons over the age of 16, with the expressed approval of OCM staff, may take a required training course to carry non-firing replica weapons.
 - c. Volunteers must have at least three months of active service and no less than 50 hours of active on grounds volunteer activity at Old Cowtown Museum to be eligible for firearms/weapons training.
12. Work towards outfitting yourself (we have a limited amount of clothing in our wardrobe closet to borrow)
 - a. Construction: Old Cowtown has many period patterns and wardrobe reference guides if you are interested in constructing your own wardrobe. All fabric must be pre-approved prior to purchase.
 - b. Ready-Made Purchases: There are a number of catalogs and websites offering period clothing. Please check with Volunteer/Education/Interpretive staff **before** buying items to avoid costly purchases that are inappropriate for our time period. Remember: You purchase at your own risk. If the items are not period correct, you may be told that they cannot be worn or used on grounds while volunteering for the museum. We want you to be satisfied with your volunteer experience and want to avoid any problems you might encounter if your costume isn't quite historically accurate. Period clothing approval forms are available to submit your pattern and material for any garment you plan to make or have someone else make.

