

**ABM**

**Volunteer**

**Handbook**

[abm.org](http://abm.org)

## **Welcome Aboard**

This handbook is designed to supply you with general information about the Museum and the volunteer program. It should answer questions you may have about the Museum and your role as a volunteer. However, if you have questions that the Handbook does not answer, please contact the Volunteer Coordinator Amy Denesha at 315.686.4104 ext. 250 or [Adenesha@abm.org](mailto:Adenesha@abm.org).

## **Volunteer Council**

Jessica Gould	Cathy Messenger
Gary Kocher	Rebecca Hopfinger
Greg Timmerman	Ed Peters
Amy Denesha (315.686.4104 ext. 250)	

### Volunteer Council Statement of Purpose

The purpose of the Volunteer Council is to support the Museum's Mission, its' Staff Team and the broader Volunteer Corps. The Council's role is intended to foster a volunteer program where volunteers feel empowered as ambassadors of the Museum. The Volunteer Council will endeavor to provide meaningful participation in events, programs and on-going projects. The Volunteer Council will share knowledge, ideas, and recommendations to facilitate and support activities directly tied to the ABM Mission. The Volunteer Council will strive to enhance the enthusiasm and build positive energy among the Volunteer Corps ultimately resulting in an enhanced visitor experience.

We offer you a hearty **Welcome Aboard** and our sincere hope that you enjoy being a Volunteer.

## Executive Director's Volunteer Welcome

Volunteers make a difference and are an integral part of our daily operations during both our open season in the summer months and in the winter months, too.

It might sound like a jaded phrase, but it's true, *WE CAN'T DO IT WITHOUT YOU!*

This message is one of gratitude and appreciation for ALL that you do as volunteers. The hours you contribute to ABM each year make us a stronger museum. We know, you have choices to volunteer for other organizations and we are grateful you share your valuable time with the Antique Boat Museum. Please remember to take joy in the smallest of accomplishments and have fun while you are making a real difference.

Volunteers are like family, many having been with the Museum from the early years, and we are excited to welcome new volunteers every year, too. You each serve as important ambassadors on and off campus guiding visitors, leading projects, and assisting the ABM staff team. With an average of 10,000 hours donated every year, that deserves a special acknowledgement, your contribution is outstanding.

On behalf of all the ABM staff team, and our Trustees, I extend a heartfelt thank you to YOU, our volunteers. You're the BEST!

Warmly,

A handwritten signature in blue ink that reads "Rebecca Hopfinger". The signature is fluid and cursive, with "Rebecca" on the top line and "Hopfinger" on the bottom line.

Rebecca Hopfinger  
Executive Director

## **Mission**

The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.

## **General ABM Information**

### **Administration**

The Museum is governed by a Board of Trustees which meets approximately six times per year. Trustees are elected annually and serve a three year term. The Museum Staff Team averages 12 full-time employees and 3 part-time employees year round. Many volunteers who contribute their talents and effort to further the mission of the Museum are part of the operation on a year-round basis. These dedicated volunteers contribute thousands of hours of service. Other in-kind contributions (e.g., professional services, equipment, supplies and materials) have been donated by many individuals, businesses and organizations.

## **Staff**

The staff listing is available on our website.

## **Museum Store**

The Haxall Building houses the ever expanding Museum Store. The store has a wide selection of books, some written and published by Museum members, along with nautical related gifts and clothing. Special product inspired by our permanent collection can only be acquired through the Museum Store.

## **Visitor Services**

The Museum is open to the public from early May through Columbus Day, 7 days a week. After Columbus Day the Museum is open only weekends until the end of October. Hours are from 10:00 a.m. until 5:00 p.m.

Four admission packages are available for ABM visitors:

Package 1—General Admission

Package 2—General Admission & Guided Tour of *La Duchesse*

Package 3—General Admission and Ride the River

Package 4—General Admission, Guided Tour of *La Duchesse* and Ride the River

Complete package pricing is available on the Museum website.

Discount admission is available for seniors, youth, and children. ABM offers a \$3 discount for all military personnel with a valid ID: active, retired, dependent, reserve, and veteran.

## **Policy**

ABM is a smoke free facility. Pets are prohibited on the campus, only service animals trained for specific tasks are permitted. Therapy and emotional support animals are not allowed.

## **Museum Board of Trustees**

A complete list of our Trustees, Honorary Trustees, and past Trustees is available on our website.

## **Emergency Procedures**

First aid kits are located at Admissions, in the kitchen in the main office, in the Stone Building, Boat Shop, sailing classroom of the Small Craft Building and at the grill (during events). Defibrillators (AEDs) are located in the Haxall Building by the elevators; under the tent by the grill; and in the McNally Yacht House (southwest corner). There is an eye-wash station in the Boat Shop. Phones are located in each building and aboard *La Duchesse*. An incident report is available at Admissions, in sailing classroom and from the Controller. Fire extinguishers are located in each building and on *La Duchesse*. Most Museum Staff and all Captains are trained in CPR and First Aid. TIERS (Thousand Islands Emergency Rescue Service) members are on site for special events.

## **Membership Information**

ABM is a 501(c)3 organization and relies on membership support to partially fund operations. Annual member support contributes over 51% to our operating budget. Staff, volunteers, and visitors alike are invited and encouraged to join. New members are always welcome. We have more than 1,400 members representing many states and foreign countries. Membership categories are:

Individual.....	\$50.00
Family.....	\$75.00
Supporting.....	\$125.00
Contributing.....	\$250.00
Patron.....	\$500.00
<i>Friends of the Museum</i> .....	\$1,000.00 & Up

Members are entitled to free admission to the Museum and most annual events. Other benefits available include a 10% discount at the Museum Store, and discounts on selected boatbuilding and education classes. Details are on our website or available in the Advancement office.

## **Curatorial**

Under the Curator/Collections Manager's watchful eye for detail, the ABM's permanent collection is currently being meticulously cataloged to identify, reconstruct, and record the history of parts, repairs, mechanical service, transport, and storage. The Curator is a true steward of the ABM's collection, ensuring its enjoyment by future generations.

The Curatorial Department focuses on the care, conservation and development of the Museum's permanent collection. The Antique Boat Museum's collection includes boats, motors, engines, and items relating to the 1000 Islands Region and fresh water recreational boating. The Lou Smith Library and Marion Clayton Link Archives are also a significant part of the Museum's permanent collection.

## **Library**

The Lou Smith Library and Marion Clayton Link Archives are home to a vast collection of material relating to boating, boatbuilding, engines and motors, and regional history. The Library and Archives serve as an outstanding research facility with holdings ranging from the company archives such as the Matthews Boat Owners Association Collection and Evinrude factory archives to periodicals dating back to the late 1800s. The Library is open by appointment and is staffed by the Curator, Archivist, and dedicated volunteers.

## **Educational Programming**

ABM's Museum Educator has been focused on providing local communities better access to the St. Lawrence River, creating more dynamic learning opportunities with the use of its small craft fleet and incorporating STEAM initiatives into all youth-oriented curricula.

The Education Department at ABM strives to provide all visitors with experiential learning opportunities on the history and ecology of the 1000 Islands Region inspired by the permanent collection. The Education Department furthers the mission and the goals of the Museum by promoting greater public knowledge and appreciation of recreational boating and our region's historical ties to the hobby. Programs include Maritime Arts, Sailing, Skiff Livery, Safe Boating, Boatbuilding, partnerships with local school districts and maritime professional development courses.

## Volunteer Opportunities

### Special Events

Duties include, admissions, maintenance, gallery hosts, museum store assistants, lobby greeters, craft/children's activities, *La Duchesse* hosts, thespians, face painting, dock hands, beverage concessions, food concessions, parking assistants, ticket sales (boat rides and raffles), exhibitor registration, security, skiff livery attendants, etc.

### Positions available throughout the season:

**Administrative:** Typing, filing, photocopying and assembling packets for special events. Projects involve folding printouts, stuffing envelopes and attaching mailing labels.

**Care & Maintenance of Boats:** There are numerous vessels at the Museum that need volunteer labor to stabilize, clean and maintain them.

**Docents:** Campus docents guide tour groups through museum exhibits and buildings.

**Exhibits:** Making labels, cleaning and cataloging artifacts, readying objects for installation, research.

***La Duchesse* Interpreters:** Give guided tours through the houseboat on a daily schedule.

**Gardening:** Help in planting and maintaining ABM's flower beds.

**Gallery Hosts:** Greet and monitor visitor activity in the exhibit buildings.

**Lobby Greeters:** Be a presence in the Haxall Building to welcome guests to ABM, answer questions, provide ABM and community information.

**Small Craft Program:** Help with the skiff livery and sailboats. This ranges from taking out visitors and helping boats dock to assisting with sign ups.

## Volunteer Opportunities — continued

**Youth Education:** Supervise and assist young students, age 5-15, in programs such as River Rat Days, public school field trips, model skiff building and knot tying.

**Museum Store:** Ready items for display including ticketing, folding, filing displays, inventory, etc.

**Boat Restoration:** Help in the Boat Shop restoring, repairing, miscellaneous projects.

### Training Events

Orientations will be held mid to late May each year. Pre-event training will be held before all special events to familiarize you with your duties at the event.

### ABM Volunteer Voice

The ABM Volunteer Voice is a permanent feature in the *Gazette*. Included will be information and articles straight from the Volunteer Corps to be shared with our volunteers as a whole as well as with our entire membership. As a volunteer, you will receive a mailed copy of each *Gazette* and please remember to keep your off-season mailing address up to date to ensure you receive it. In addition to the *Gazettes* the Antique Boat Museum sends monthly eblasts & will include Volunteer news. All volunteers are encouraged to submit their volunteer stories for inclusion in the *Gazettes* or eblasts. Please forward submissions anytime to the Curator at [curator@abm.org](mailto:curator@abm.org). Deadline for submissions to the *Gazette* is November 1st .

### Volunteer Shirts

You are encouraged to wear a volunteer shirt when on duty to distinguish yourself as a representative of the Museum. They are available for purchase (cost + 10%) through the Museum Store or can be earned through our Volunteer Incentive Program. Please see the Store Manager for more info.

## **Volunteer Lounge and Office**

The gathering spot for volunteers is located on the 2<sup>nd</sup> Floor of the Haxall Building at the far east end of the hall. Nametags, VIP info, time sheets, free merchandise, and a suggestion box are in the lounge. There are “comfy” table chairs for your relaxation during a well deserved break. Water is available in the lounge refrigerator and coffee is in the office kitchen. Storage lockers and bottled water are available at the bottom of the east stairwell. The ABM encourages our volunteers to bring reusable/refillable water bottles. Refillable bottles can be refilled at campus water fountains or in the Haxall Building break room. We welcome all volunteers to the main office breakroom.

### **Recording of Hours**

Please submit your hours online at the ABM website or you can submit a hardcopy time sheet to the Volunteer Coordinator. Online directions and hardcopy forms are located in the lounge. The recording of volunteer hours is not only important to the Museum in order to determine the annual incentive awards, but it is an invaluable aid in applying for grants.

### **Volunteer Incentives**

Volunteers are rewarded for their service based on the number of volunteer hours given per year. The cut off date for hours earned is Aug. 31st. Any volunteer hours logged after that date will be counted toward the next year. The rewards listed below are presented at the Volunteer Appreciation Event held in September.

<b>0-14      Volunteer Hours</b>	Thank you Letter
<b>15 +      Volunteer Hours</b>	Dinner Invitation
<b>15-30      Volunteer Hours</b>	Gift Certificate 20% off single item at the Museum Store <b>OR</b> 1 Admission Guest Pass to the Museum
<b>31-59      Volunteer Hours</b>	Volunteer Shirt & 20% off single item at Museum Store <b>OR</b> 2 Guest Passes to Museum

## **Volunteer Incentive Program (cont'd)**

### **60-99 Volunteer Hours**

Volunteer Shirt & 30% off single item  
**OR** Individual Membership to Museum  
(You can give this membership as a gift to someone)  
**OR** 2 Seats on a Speedboat Ride (subject to availability on an already booked boat with seats remaining)

### **100+ Volunteer Hours**

Volunteer Shirt & 40% off single item in the museum store  
**OR** Family Membership to the Museum  
(You can give this membership as a gift to someone)  
**OR** 4 Seats on a Speedboat Ride (subject to availability)

**Note:** **All discounts exclude sale and consignment items.**  
**Discount on books is 10%.**

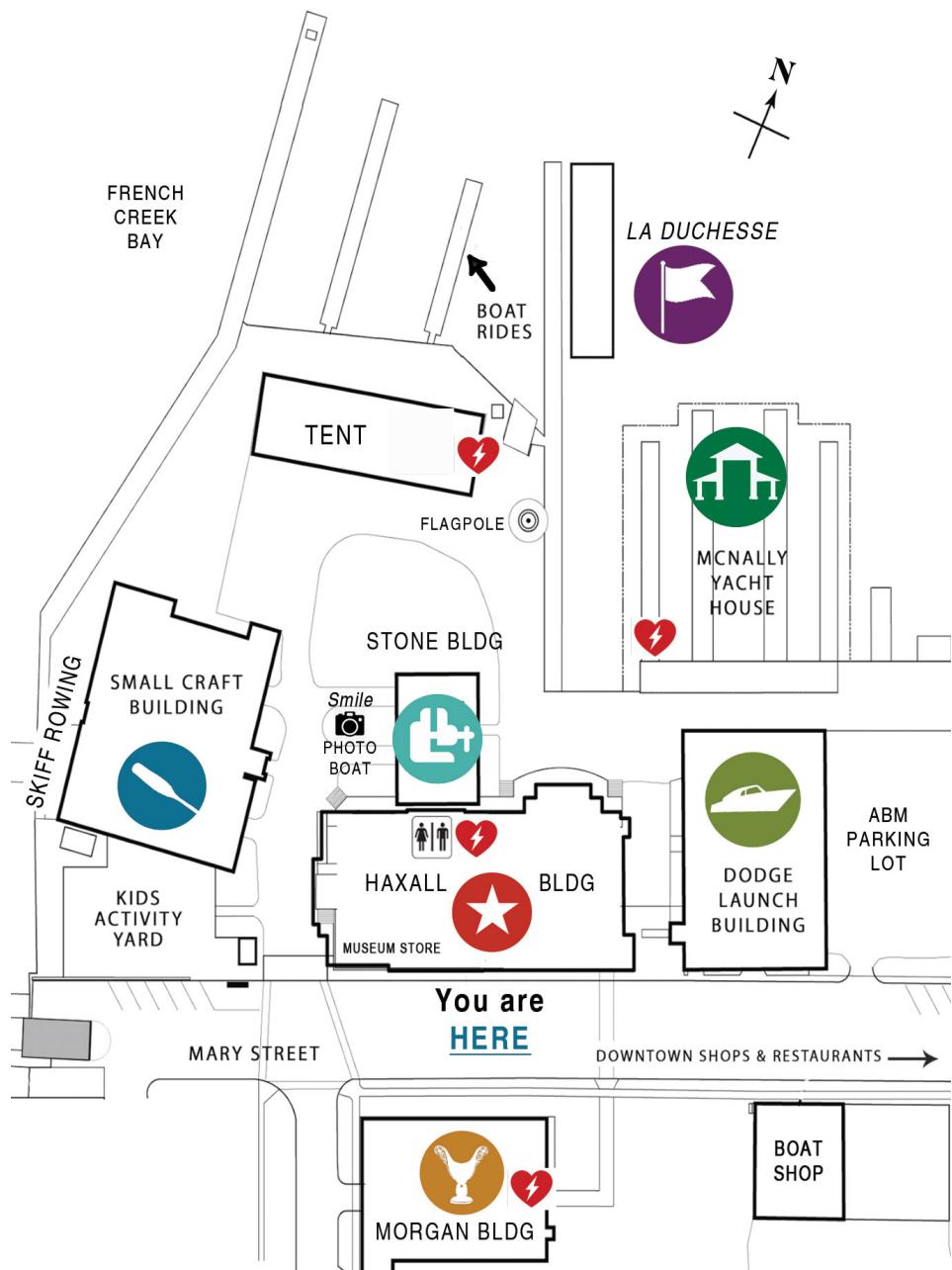
All volunteers giving 15 hours or more will be invited to the Volunteer Appreciation Dinner in September. Volunteers with less than 15 hours, spouse and guests are welcome to attend, their tickets may be purchased.

## **Volunteer Initiative Program**

VIP offers an incentive for:

A current volunteer referring a new volunteer who both complete a minimum of 15 volunteer hours at ABM in the current season. The current volunteer and the new volunteer will be rewarded with a special two-hour wine and cheese cruise\* on an ABM fleet boat.

*\*Timing and number of passengers to be mutually determined by recipients and ABM. Multiple cruises will be scheduled in the event that circumstances require.*



## **Museum Site, Buildings, and Dedications**

The current Museum site is situated on 4.6 prime acres of waterfront property on Clayton's French Creek Bay facing the St. Lawrence Seaway shipping channel. The complex consists of 9 buildings, including a historic stone building used as a boat restoration shop and workshop. There are 4 storage barns at Bartlett Point and a primary collection storage facility located on East Line Road, manned by volunteers on a limited basis for public tours.

### **New Boat Shop Facility**

The new boat shop will provide dedicated spaces to meet the demands for professional repair of our permanent collection. But even more importantly, it will expand the Museum's educational impact by creating a setting for year-round classes, potential apprenticeships, and collaborations with higher educational institutions. Since ABM is chartered through New York State's Education Department, it is especially meaningful that this building will serve as a learning center. Building the boat shop will create a dynamic space to bring broad educational programming and collections stewardship to new heights including the ability to offer classes as well as add to the visitor experience..

### **Elizabeth and Bolling Haxall Building**

Elizabeth Dodge Haxall

1920-1998

Bolling Walker Haxall

1917-1993

The Haxalls were among the founders of the Thousand Islands Museum, both giving of their talents, creativity and hard work. They worked closely with other founders of the Antique Boat Museum to purchase the Denny Boat Works and the Brooks Lumber Yard, where the museum began. For years Mr. Haxall served as an unpaid Director, Curator, Public Relations Advisor and Trustee while Mrs. Haxall designed and constructed the museum's first exhibits. They were, and their family continues to be, generous benefactors.

## **Elizabeth and Bolling Haxall Building First Floor**

### **Virginia and Fred Gordon Gallery**

Virginia Gordon

Fred Gordon

Linda Kendall, daughter of Virginia and Fred Gordon, donated their Trumpy houseboat style motor yacht *Sinbad* along with a commitment to the museum in memory of her parents. Mr. Gordon was originally from Rochester, New York and enjoyed a successful career as an entrepreneur and inventor.

### **Homer L. Dodge Gallery**

Homer Levi Dodge

1887-1983

An Ogdensburg, New York, native, Dr. Dodge was a physicist and president of Norwich University. He was also an outdoorsman and an avid canoeist. He was still demonstrating that skill at 69 years old when he traveled down the St. Lawrence River through the Long Sault Rapids before the St. Lawrence Seaway was built. The museum still has his red canoe. Find out more about Homer in the special exhibit in the Dodge Gallery.

### **David L. Coffin, Jr. Gallery**

David L. Coffin, Jr.

1955-1996

David and Marie-Jeanne Coffin were significant benefactors of our museum. Their donation for this project, as well as the Gold Cup Building, was in memory of their son. The Coffins also contributed to the Museum's collection with the Dodge-built raceboat *Baby Watercar*.

### **Robert Osborne Cox Theatre**

Robert “Bob” Cox

1917-2013

Bob Cox grew up in Watertown, New York and was a life-long summer resident of Grindstone Island. A former mayor of Ft. Lauderdale, Florida, he owned one of the largest and oldest marinas in that area. He was a Director Emeritus, founder and past chairman of the Shipyard Museum. He was often seen around the Antique Boat Museum conducting tours and sharing a wealth of information on the history of the area, the Museum and its collections, boats and motors. *Swanee* and *Magnolia* are just two of the many items among his donations.

### **William G. Danforth Porch**

William “Bill” Danforth

1935-2019

Mr. Danforth served many years as Executive Director of the Museum. He was instrumental in creating a vision for the Museum and setting it on that path through extraordinary fundraising ventures and rebranding. The campus as it now appears shows his commitment and hard work over 12 years. He resided in Clayton and on Jolly Island and was involved in many village projects.

### **Glady Elevator**

Michael and Gladys Fitzsimmons

Mike and Gladys Fitzsimmons donated funds for the elevator in the Haxall Building. The elevator not only makes the building accessible for all, but allows the third floor to become a repository for many items in the collection. Generous supporters of the Museum, the Fitzsimmons also provided the hydraulic ramp for the Skiff Livery,

**Elizabeth and Bolling Haxall Building Second Floor**

**Homer L. Dodge Education Center**

See Homer Dodge Gallery

**Gilbart B. Mercier Research Room**

Gilbart Breslow Mercier

1910-1982

Co-owner of Mercier's Marina in Clayton, the marina was one of the largest Chris-Craft and Lyman dealerships in the area. Mr. Mercier was chosen Man of the Year in 1980 by the Clayton Chamber of Commerce. He wrote and published *Pleasure Yachts of the Thousand Islands*. At the Shipyard Museum, he served as research historian, volunteering from 1977-1982.

**Lou Smith Library**

Louis J. Smith

1921-2002

Lou was a respected trustee, generous benefactor and long-time *Friend* of the Antique Boat Museum. He was resident of California but was inspired by the 1000 Islands and the Museum and bought property in the area for summer use. He served the Museum with creativity, enterprise and a generosity that included impressive donations.

**Marion Clayton Link Archives**

Marion Clayton Link

1921-2002

Edwin A. Link was the inventor of the first successful flight simulator and the donor of the Link Trainer. His wife, Marion, publicized his inventions and authored two books about their undersea explorations including information about Mr. Link's design and development of oceanographic equipment and submersibles. The Link Foundation provided a grant for a research and cataloging project solely for the Antique Boat Museum's archives.

### **Tony and Jim Lewis Boardroom**

**Lorraine “Tony” Lewis**

1910-1982

**James P. Lewis**

1917—1997

Mr. and Mrs. Lewis were among the founders of the Antique Boat Museum. They contributed boats, including everyone's favorite runabout *Pardon Me*, funds, property and other donations to the Museum such as storage facilities at Bartlett Point. They both served on the Museum's Board. Mrs. Lewis, driving her boat, *Riot*, was one of the few women to participate in the Antique Race Boat Regatta. The Boardroom has been named to honor them.

### **Small Craft Building**

**Pauline Morgan Dodge Gallery**

Pauline Morgan Dodge

1893-1971

Pauline Morgan spent summers on Papoose Island while growing up. Later, when she was married to Cleveland Dodge, they purchased *Wild Goose* Island. When the Thousand Islands Museum requested Pauline serve on its governing board, she recommended that Elizabeth Haxall fill the position. It was Mrs. Haxall's generosity that provided for the remodeling of the Small Craft Building, and, at her request, it was named in honor of her mother, Pauline Morgan Dodge.

### **Miller S. and Adelaide S. Gaffney Gallery**

Adelaide Smith Gaffney

1912-1974

Miller Schlager Gaffney

1910-1999

Miller Schlager Gaffney was an active trustee of the Antique Boat Museum. He was the fourth generation of his family to spend summers in the Clayton area. In 1987 he endowed the Adelaide Smith Gaffney Skiff House in memory of his wife. Following Miller's death the gallery was renamed the Miller S. and Adelaide S. Gallery. It features a portion of the Museum's collection of St. Lawrence River rowing and sailing skiffs from the late 1800s

### **Fred Thomas Gallery & Skiff Livery**

Fred Thomas

1945-1997

Dr. Fred Thomas was an enthusiastic supporter of and a founding *Friend of the Museum*. He had a deep affinity for the St. Lawrence River and antique boats, especially Lyman boats. The Skiff Livery has been named in his honor by his friends, Martin and Ineke Zonnenberg.

### **Edward John Noble Historic Stone Building**

Edward John Noble

1882-1958

This historic landmark, built circa 1860, was used in the timber rafting industry and later in small boatbuilding and retail lumber trade. Mr. Noble's charitable foundation funded the renovation project, along with a grant from the NY State Council of the Arts. Edward Noble founded the Life Savers Candy Company in 1913 in Gouverneur, New York. The Edward John Noble Foundation continues to be a generous and dedicated donor to many North Country causes.

### **Cleveland E. Dodge Memorial Launch Building**

Cleveland E. Dodge

1888-1982

Mr. Dodge grew up summering in the Adirondack Mountains. It was here he began his appreciation for boating as he enjoyed skiffs and other small craft for fishing. Later, he became a summer resident of Wild Goose Island here in the Thousand Islands. The logo, appearing on all things associated with the Museum, is of the flagship *Wild Goose*, and was named by Cleveland Dodge. The boat is part of ABM's permanent collection and was generously donated by siblings Joan Rueckert and Clee Dodge. Mr. Dodge was a generous long time benefactor and support for the Museum continues through the C.H. Dodge Foundation.

## **Don Doebler Collection Storage Facility**

**Donald L. Doebler**

1929-2004

Don Doebler, a warm, inspiring man, was a trustee of the Antique Boat Museum. He and his wife Virginia were benefactors and tireless volunteers. They hosted receptions and dinners, worked at boat shows and funded the project to furnish the grounds with Adirondack chairs built by volunteers. They donated the unique cruiser *Seagull* and other boats as well as the computer in the volunteer office. Don was a former President of the 1000 Islands Chapter of the Antique and Classic Boat Society.

## **McNally Yacht House**

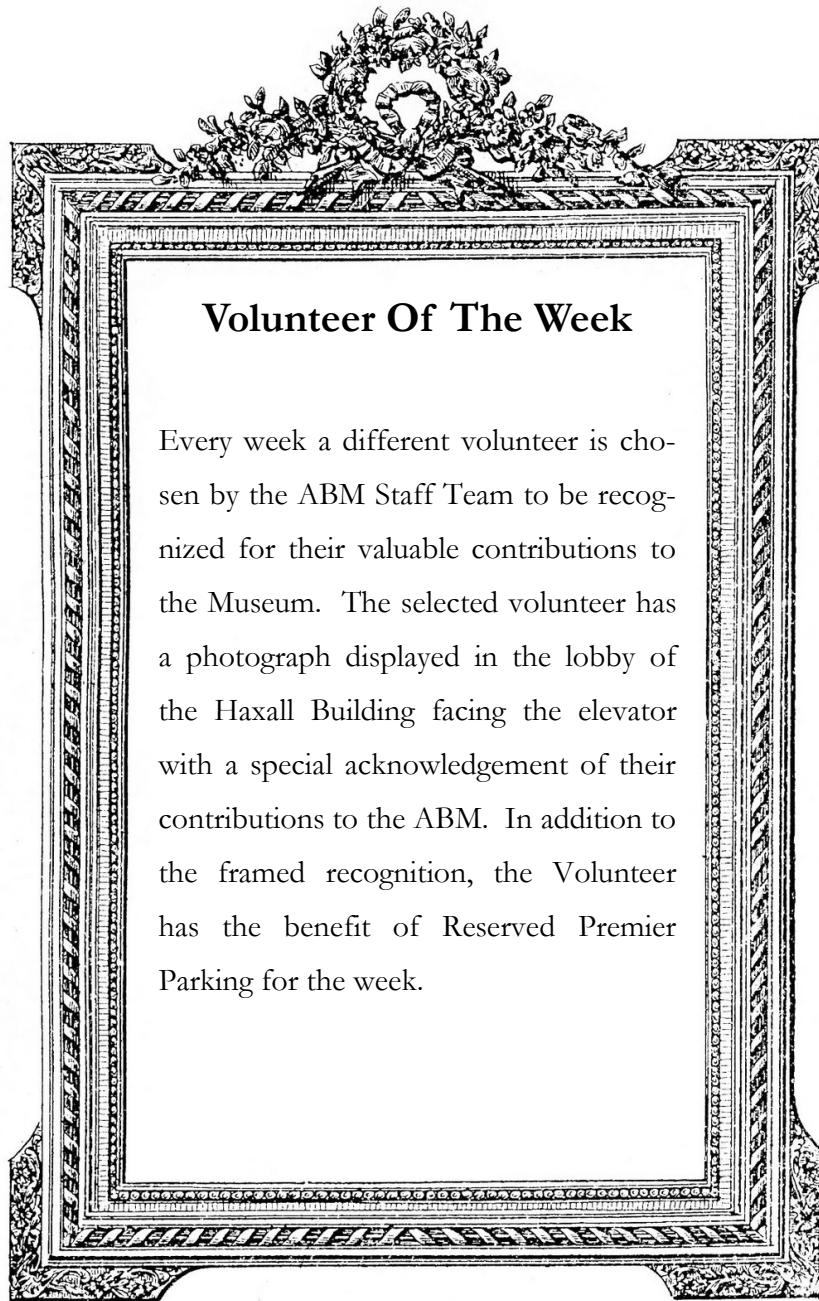
The McNally Yacht House, like the Haxall Building, Morgan Building and Skiff Livery, was designed by Grater Architects, LLC. Its most important purpose is to provide winter shelter for *La Duchesse*, the Museum's historic 1903 houseboat. In the summer, when *La Duchesse* is moored out on the dock, it provides covered dockage for the Museum's In-Water Fleet and events such as the annual Antique Boat Show. The building is named in honor of the McNally family and in particular Andrew McNally III, who donated the houseboat through a bequest and was a long time Trustee and supporter of the Museum.

## **William J. Morgan Building**

**William "Bill" Morgan**

1928-2012

Bill Morgan was one of the individuals most responsible for reviving wooden speedboat building in North America. Best known for resurrecting the Hacker-Craft brand, whose boats he manufactured in Silver Bay, New York, Morgan also restored and built replicas of more than twenty Gold Cup racers of the 1930s. Bill donated his personal collection of Gold Cup raceboats as well as a rare 1923 Gold Cup Packard engine and volumes of archival material to the Museum. Several of these boats are on display in the *Quest for Speed* exhibition located in the Morgan Building.



## Volunteer Of The Week

Every week a different volunteer is chosen by the ABM Staff Team to be recognized for their valuable contributions to the Museum. The selected volunteer has a photograph displayed in the lobby of the Haxall Building facing the elevator with a special acknowledgement of their contributions to the ABM. In addition to the framed recognition, the Volunteer has the benefit of Reserved Premier Parking for the week.

## 2025 Campus Happenings

May 3 – Museum Open for Season

May 24 – Full Operations Begin with Ride the River, *La Duchesse* Tours & Doebler  
(Doebler will be open Wed-Sat 1-4 pm)

May 28 – Volunteer Meet and Mix: 5:30 pm – 7:30 pm

June 4 – Volunteer 1000 Islands Family Free Day Pre-Meeting

June 7 – 1000 Islands Family Free Day

June 11 – Volunteer 1000 Islands Family Free Day Post-Meeting

June 7-14 – Great International Steamboat Flotilla Visits ABM

June 25 – Volunteer 1000 Islands Concours d'Elegance Pre-Meeting

June 28 – 1000 Islands Concours d'Elegance

June 29 – Concours Rain Date

July 2 – Volunteer 1000 Islands Concours d'Elegance Post-Meeting

July 3 – Community Shore Dinner with Clayton Guides Association w/ Fireworks Viewing

July 11 – Annual Members Meeting

July 17 – 19 – 1000 Islands Charity Poker Run - *Floating Dock Use Only*

July 30 – Volunteer 61<sup>st</sup> Annual Antique Boat Show & Auction Pre-Meeting

August 1-3 – 61<sup>st</sup> Annual Antique Boat Show & Auction

August 6 – Volunteer 61<sup>st</sup> Annual Antique Boat Show & Auction

Post-Meeting

September 4 – Volunteer Appreciation Event (off-site)

September 15 – 19 – ACBS Vintage Boat Week

September 19 – 20 – ACBS 50<sup>th</sup> International Boat Show

October 11 – Small Craft Festival

October 13 – Last Day of Regular Operation (weekends only for the rest of Oct)

The Antique Boat Museum has developed the Volunteer Code of Conduct to promote sustainable, effective volunteering and long lasting collaboration to benefit the Museum and fulfill its mission.

### **Mission Statement**

The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.

### **Volunteer Code of Conduct**

As an Antique Boat Museum Volunteer, I will abide by the following:

#### **Collaboration**

- Be a team player. Keep an open mind and value the input and suggestions of my fellow volunteers and ABM Staff Team members.
- Be patient when working on group projects. React with grace when your idea is not the one chosen. Support your project to the best of your ability.
- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.

#### **Safety**

Wear appropriate clothing and shoes. All items of clothing must be suitable for the work environment and should not contain offensive or objectionable material. Logo wear is preferred and requested for events.

Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations to a Staff Team member immediately.

Abstain from all illegal activity. Do not use, possess, or be under the influence of alcohol or illegal drugs at any time.

Report any suspicious activities to the appropriate ABM Staff Team member

**Pages 24 must be signed, removed and returned to**

**Amy Denesha, Volunteer Coordinator**

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### **Safety (Cont'd)**

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- Abstain from all illegal activity. Not use, possess, or be under the influence of alcohol or illegal drugs at any time.
- Report any suspicious activities to the appropriate ABM Staff Team member.

This sheet page 25 must be signed, removed and returned to Amy Denesha, Volunteer Coordinator

**Please sign, acknowledging you have read and agree to abide by  
the Volunteer Code of Conduct.**

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_