



612 East Boulevard Ave. Bismarck, ND 58505 Phone: 701-328-1954 <https://www.dmr.nd.gov/dmr/paleontology>

## PALEO LAB VOLUNTEER APPLICATION

Thank you for your interest in the NDGS Paleontology volunteer program, located in the ND Heritage Center & State Museum. Please tell us a little about yourself, and take a moment to complete this application form.

*\*This form is NOT for summer dig opportunities - only Lab and Collections work.*

*\*\*Please do NOT apply if you are from out of State, and cannot commit to a regular schedule.*

### BACKGROUND INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Preferred method of contact (mark all that apply):

Text  Call  E-mail

Emergency contact (name & phone): \_\_\_\_\_

\_\_\_\_\_

### INTERESTS

What aspects of paleo lab work interest you / would you be willing to assist with? Below are a sample of things done in or around the lab. We do our best to assign tasks that you feel confident with. As time and training progress, other tasks may be assigned as you become comfortable with different tools. In the lab, everyone starts off with hand-tools only! Pneumatic tools come with the ability to differentiate rock from fossil, and demonstrating good hand-eye coordination.

- |  |  |
|--|--|
| <input type="checkbox"/> Sediment washing                  | <input type="checkbox"/> Cataloging specimens (collections)    |
| <input type="checkbox"/> Preparation using a microscope    | <input type="checkbox"/> Data Entry (collections)              |
| <input type="checkbox"/> Preparation using pneumatic tools | <input type="checkbox"/> Public events / activities (outreach) |
| <input type="checkbox"/> Preparation using hand tools only | <input type="checkbox"/> Molding / Casting                     |
| <input type="checkbox"/> Microfossil Picking               |  |

## AVAILABILITY

Please indicate the days and times you are available to volunteer. Feel free to update your availability at any time - we understand schedules change. You will be notified of any changes on our end that affect your schedule. The lab is closed Saturday and Sunday. Weekends only apply to special outreach events.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							

## SPECIFIC LAB RULES

You will be working with fossils that are millions of years old. It takes a rare set of circumstances for something that was once living to become a fossil. Each and every one is a little miracle. As such you must, above all else, have patience to work with them. Please read through the following page, and initial that you understand each of the following.

Respect the Paleontologists / Lab Technicians! \_\_\_\_\_

Please do not swing by the lab unannounced to volunteer (we may be busy, in the field, or have another event or tour going on). If you cannot make your scheduled volunteering time, please let us know. If our schedule changes, and it affects your volunteering time, we will let you know.

Respect the fossils! \_\_\_\_\_

Handle them gently and carefully, with two hands if necessary, or using a cart if too large. They are not toys - do not throw them, or swing them around. Set them down slowly so they are not damaged, on padding if needed. Store them in an appropriate drawer or cabinet when you're done for the day. If you break something, TELL US - don't wait for us to find it.

Care for your tools! \_\_\_\_\_

If you take a tool out, put it back when you're done. Clean up after yourself (dust / sweep / damp rag, etc.). If you are unsure about a tool, fossil, or technique, ASK - the staff is here to help guide you.

Care for yourself! \_\_\_\_\_

Wear eye protection if you're chipping rock, and use a mask / filter arm if you are creating dust. Wear gloves if you're running a dremel or other power tool. Wear closed-toe shoes in the lab - NO sandals or flip-flops. If you have long hair, please bring a scrunchie or have some way to tie it back.

Food, Drink, & Music! \_\_\_\_\_

Do not eat & work at the same time - go take a break if you need a munchie. You may have drinks in the lab as long as they have a cover. Unlike the field, you are welcome to listen to music while you work in the lab (earbuds / headphones).

Please tell us a little why you're interested in volunteering with us:

## **VOLUNTEER AGREEMENT**

I agree to donate my services to the North Dakota Geological Survey (NDGS), and understand that I will not be paid. I understand that the NDGS may take photographs of me for publications or other use as I work. I agree to abide by NDGS rules, regulations, and policies, and will work under the direction of its staff. I understand that my volunteer services will be terminated if I do not abide by NDGS rules, regulations, and policies. I understand that by working in the Paleontology Lab, I may be exposed to dust and debris, and no matter how careful I and others around me are, there is always a potential risk.

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

For applicants who are 15-17 years old:

I give my permission for \_\_\_\_\_ to volunteer with the North Dakota Geological Survey, accepting all NDGS rules, regulations, and policies.

Parent / guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_