



Volunteer Handbook

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Burritt on the Mountain's mission is to enhance lives and build community through educational, artistic and recreational experiences, while preserving our heritage, land, and historic structures.

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Hello!

Welcome to Burritt on the Mountain and thank you for your interest in becoming a volunteer. Since 1955, Burritt on the Mountain has been dedicated to enhancing lives and building community through educational, artistic, and recreational experiences while preserving our heritage, land, and historic structures.

We are keenly aware that it would be impossible to accomplish our non-profit mission without your help. The commitment and hard work of our volunteers is vital to our success, and we hope you will consider joining the team.

As a volunteer, you will have the opportunity to work in many aspects of the organization. You will receive a comprehensive orientation followed by additional training to prepare you for your chosen volunteer positions. Your time is extremely valuable to us, and we strive to make the volunteer experiences at Burritt on the Mountain fun, inspiring, engaging and educational.

We thank our volunteers for their enthusiasm and dedication by celebrating them at City Lights and Stars concerts and by recognizing them at the annual Volunteer Appreciation Dinner. We look forward to working with you and hope you will join us in continuing to make Burritt on the Mountain a special experience for all!

Warm Regards,

Leslie Ecklund
CEO

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GENERAL POLICIES & PROCEDURES

INTRODUCTION

Welcome to Burritt on the Mountain's volunteer program! We appreciate and value your contribution of time, skill, energy, and enthusiasm to help us broaden our impact as we enhance lives while we continue working to make our wonderful community even better for all who live and visit here.

The purpose of this guidebook is to assist you in your volunteer experience with us. While the content is intended to inform you of your responsibilities as a volunteer, it is also meant to be a reference to be used at your convenience should you have any questions during your volunteer service with Burritt on the Mountain. The content and materials in this guide will be modified as needed in order to provide you with the most up-to-date information available.

Burritt on the Mountain defines a volunteer as a person who freely offers to actively take on a task, responsibility, or project without needing to be assigned, ordered, or told to do so. Volunteers willingly spend time doing something with the goal of benefiting others (individuals or groups) while having no legal or financial concern or interest. Volunteers at Burritt on the Mountain include board members, committee members, unpaid interns, and various other unpaid individuals serving the organization.

Burritt on the Mountain's volunteer program is based on annual volunteer hours earned from January to December.

Disclaimer

This Volunteer Handbook is not intended to create, and does not create, an express or implied contract of employment. The policies, practices and procedures stated in this Volunteer Handbook are subject to change or cancel at any time, without notice, at the sole discretion of the Board of Directors of Burritt on the Mountain. This Volunteer Handbook is only intended as a general guide to our policies and procedures.

GENERAL PROCEDURES

BECOMING A VOLUNTEER

- To become a volunteer with Burritt on the Mountain, please complete the following steps:
- Complete and submit the Volunteer Application Form and other requested forms .
- Attend a General Orientation meeting which will include an overview of Burritt on the Mountain and its history, a review of policies and procedures, and a discussion of volunteer positions and opportunities.
- Request, be selected for, and then placed into a particular job or jobs.
- Receive additional job orientation and training relative to those specific assigned volunteer positions. (See below).

JOB ORIENTATION & TRAINING

Before beginning your regular volunteer assignment(s), your Supervisor(s) will discuss the following items with you:

- Review job duties, expectations and evaluation procedures.
- Confirm work dates, times, and anticipated duration of your participation.
- Supply you with your name tag and review sign-in and sign-out procedures.
- Provide job specific training on all skills needed to perform assigned tasks.
- Discuss procedures for obtaining, using, and caring for needed supplies.
- Provide safety orientation.
- Review locations of restrooms, first aid kits, and places for your personal items such as purses, coats, etc.
- Confirm lunch and break schedules.

VOLUNTEER BENEFITS

The many benefits of becoming a Burritt on the Mountain volunteer include:

- Special recognition for volunteers with 100 or more hours per calendar year January to December.
- Free Burritt on the Mountain 1 year membership after volunteering 100 hours per year.
- Eligibility for the President's Volunteer Service Award, Bronze, Silver or Gold based on calendar year January to December.
- Eligibility for Volunteer of the Month which includes a convenient parking spot for the month, special recognition and a gift from Josie's Gift Shop.
- Discounts of 20% in Josie's Gift Shop the day of volunteer shift.
- Invitations to volunteer recognition events.
- Invitations to staff and volunteer-only educational programs or activities.
- Receiving the Burritt on the Mountain volunteer e-mail for announcements about volunteer opportunities.
- Inclusion on the Burritt on the Mountain social media e-blast for information about upcoming events.
- Professional networking opportunities.
- Opportunity to share your skills and learn new skills.
- Working with people with similar interests and making new friends.
- Explore a career or do something outside of oneself.
- Advocating through donating your valued time and efforts.
- Get to know the community better and giving back.
- Set an example for children.
- Good for your mind and body.
- Serve others.
- Brings fun and fulfillment to your life.

GENERAL POLICIES

ABSENCES

We rely on our volunteers. Should anything happen to prevent you from participating in an activity or event please contact the Volunteer Director, your supervisor or the Burritt on the Mountain Welcome Center/Josie's Gift Shop as soon as possible so a replacement can be found.

ACCIDENTS OR INJURIES / EMERGENCY PROCEDURES

If you or a visitor is injured, you should immediately contact any Burritt on the Mountain staff. At volunteer orientation you will be given a Burritt on the Mountain Emergency Procedures pamphlet which addresses catastrophic or natural disaster emergencies.

BACKGROUND CHECKS

Volunteers may be required to submit to a background check or other type of investigative activity prior to placement depending upon the volunteer position. The results of these checks will remain confidential.

CODE OF CONDUCT

While volunteering for Burritt on the Mountain, we expect you to conduct yourself with common courtesy to others at all times. You also have a responsibility to report any unethical or dishonest behavior to the CEO. We want your experience to be a most positive one. We expect our volunteers to refrain from the following situations, behaviors, and acts:

- Do not bring a weapon or anything constructed to be a weapon to any event, sponsored location or assigned volunteer site.
- Arriving to your volunteer assignment intoxicated or perceived to have been engaging in any drug or alcohol use prior to your assignment.
- Verbally abusing or name-calling towards anyone.
- Inflicting intentional physical harm to anyone.
- Participating in any form of sexual harassment or any other harassing or offensive conduct.
- Engaging in any conduct that threatens, intimidates, or coerces an employee, another volunteer, a guest, a member, a vendor or anyone else.
- Removing Burritt on the Mountain property without permission.
- Intentionally damaging or destroying Burritt on the Mountain property.

CONFIDENTIALITY AND NON DISCLOSURE

Privacy is a high priority of Burritt on the Mountain. In your volunteer capacity, you may come into contact with highly-sensitive, confidential information concerning Burritt on the Mountain. All of this information is strictly confidential and must not be shared directly or indirectly with any person outside of our organization. Therefore, all volunteers are required to sign a Confidentiality Agreement.

DISMISSAL OF VOLUNTEER

Volunteers who do not adhere to the rules and procedures of Burritt on the Mountain or who fail to perform their volunteer assignments at a satisfactory level may be subject to dismissal. No volunteer will be terminated

until the volunteer has had an opportunity to discuss the reasons for possible dismissal with their supervisors. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of organization equipment or materials, abuse or mistreatment of guests or co-workers, failure to abide by organization policies and procedures, and failure to satisfactorily perform assigned duties.

DEI- DIVERSITY, EQUITY, AND INCLUSION STATEMENT

We recognize the importance of equity, diversity and inclusion in the community we serve. These components are necessary components for interconnectedness, accountability and the social responsibility necessary for the learning and development of the mission of Burrirt. Through collaboration, internal and external support we will build a sense of belonging for all who experience Burrirt.

DRESS CODE

As representatives of Burrirt on the Mountain, volunteers, like staff, are responsible for presenting a good image to guests and the community. Volunteers are to dress appropriately for the conditions and performance of their duties. Some programs may have specific dress code requirements that will need to be adhered to.

DRUG FREE

The possession, distribution or use of alcohol or illegal drugs at any Burrirt on the Mountain facility or while volunteering in any Burrirt program is forbidden.

ETHICS AND CONDUCT

Burrirt on the Mountain will comply with all applicable laws and regulations and expect its board members, officers, employees and volunteers to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on ethical principles, will guide volunteers with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the CEO for advice and consultation.

EQUAL OPPORTUNITY

It is the policy of Burrirt on the Mountain to treat all volunteers and staff equally on the basis of job-related qualifications regardless of gender, national origin, age, or any other classification proscribed under local, state, or federal law.

EQUIPMENT

Burrirt on the Mountain generally provides all the necessary tools, safety equipment and supplies to volunteers and staff when they are needed so that they may accomplish assigned tasks. However, you may bring and use your own tools or safety equipment if preferred.

EVALUATION

Your job performance will be evaluated regularly to stimulate learning and improvement as well as recognize achievements. Depending on the extent and complexity of your job, the evaluations may be formal or informal,

written or oral. It is important that you communicate clearly and frequently with your supervisor. Discuss any successes, difficulties, suggestions, or questions you have.

FELONY CONVICTIONS

Any volunteer applying for an opportunity with Burrirt on the Mountain who has been convicted of a Class A, B or C felony is not eligible to volunteer with Burrirt on the Mountain.

GRIVENACE

Whenever a volunteer has a job related question, problem or concern with Burrirt on the Mountain there are people available to help resolve the matter. The volunteer should discuss the issue with their supervisor. It is expected that most disagreements will be dealt with at the lowest level of the chain of command. In the event that informal conflict resolution fails to resolve a volunteer's problem, a grievance may be completed and submitted to the appropriate management staff member.

GROWTH AND DEVELOPMENT

Burrirt on the Mountain supports opportunities for personal growth, professional development and training by providing volunteers the tools to gain knowledge, learn new skills sets and confidence to be successful and thrive.

HARASSMENT

It is the policy of Burrirt on the Mountain that it will not permit verbal or physical conduct by an employee or volunteer which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

HOLD HARMLESS AND RELEASE OF LIABILITY

Burrirt on the Mountain does its best to ensure the safest work environment possible. Prior to your volunteer service, you will be required to read and sign the "Waiver and Release of Liability and Hold

Harmless Agreement" in which you agree to indemnify and hold harmless Burrirt on the Mountain from any loss, liability, damage or costs that may be incurred due to your volunteer activity.

MAINTENANCE OF PERSONAL DATA

You are responsible for updating personal data, such as change of address, contact telephone number, etc., with the Volunteer Director.

MINORS

Volunteers must be age 12 or older. Volunteers who have not reached the age of 15 must be accompanied by a parent or legal guardian. Volunteers who have not reached the age of 18 must have written consent from their parent. The volunteer activity that is assigned to a minor must be performed in a non-hazardous environment and comply with all appropriate requirements of child labor laws.

NO SOLICITATION / NO DISTRIBUTION

Conducting non-Burritt on the Mountain business on site, such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of memberships or any other similar types of activity, is strictly prohibited.

OPEN DOOR POLICY

Should you have or foresee a problem that may interfere with your commitment or ability to adequately perform your responsibilities, please immediately discuss the matter with your supervisor or another member of the Staff. The Volunteer Director is always available to discuss changes, problems, or concerns.

ORIENTATION AND EDUCATION

General orientation meetings include an overview of Burritt on the Mountain and its history, mission, review of policies and procedures, and a discussion of volunteer positions and opportunities. Orientations are conducted in-person or in a group setting. Specific training will be provided by staff addressing the volunteer assignment being performed.

PROFESSIONAL STANDARDS / HEARTFELT HOSPITALITY

The manner in which we as volunteers and paid staff conduct ourselves should create a favorable and lasting impression of Burritt on the Mountain and its operations and activities. The continued success of the organization depends on the quality, integrity, expertise, and professionalism of all our staff. Burritt on the Mountain guests and program participants must receive prompt and courteous attention and a helpful and meaningful response. Burritt on the Mountain staff should be contacted to assist in any situation that is beyond volunteers' control or comfort level. Visitors to our facilities must always be treated with deference, tact, and courtesy. Similarly, respect and thoughtfulness towards your fellow workers will always be expected. We believe in Heartfelt Hospitality at all times.

PUBLIC RELATIONS

Any request for information or interviews by the media should be referred to the Marketing Director or CEO.

RECOGNITION

Burritt on the Mountain recognizes and celebrates the energy and commitment of its volunteers. The annual Volunteer of the Year Program celebrates the service of these honorees who have given of their time for the betterment of Burritt on the Mountain and the community. During this event, the President's Volunteer Service Award (Bronze, Silver or Gold) is presented. Throughout the year, Burritt on the Mountain also thanks volunteers for their dedication of time and talent by highlighting a volunteer each month, showing appreciation at City Lights and Stars concerts or hand written thank you notes. Staff seek to acknowledge volunteers for their tremendous positive impact and the success they help Burritt on the Mountain to achieve. Volunteer hours are tallied per calendar year January to December.

REPORTING FOR DUTY / KEEPING WORK HOURS

You should report to your assigned supervisor upon arrival. Supervisors will provide instructions for storing coats, bags, and other personal items. We have volunteer lockers, or you can lock valuable items in the trunk of your vehicle. You must sign-out upon completion of your shift, noting the total number of hours worked and total travel time. Keeping an accurate tally of volunteer work hours is very important. Volunteer hours are tallied per calendar year January to December.

RESIGNING FROM THE VOLUNTEER PROGRAM

To end a volunteer commitment, please notify your supervisor or the Volunteer Director of that decision and the effective date.

SAFETY AND SECURITY PROCEDURES

You are expected to observe and follow all the safety and security policies of Burritt on the Mountain. You are also encouraged to report unsafe conditions or hazardous situations to your supervisor, the Volunteer Director or CEO. If you observe any unsafe or inappropriate behavior by other volunteers, staff, or visitors contact any of the paid staff available. If you are unsure how to do a job safely, ask your supervisor.

SMOKING

All Burritt on the Mountain facilities and grounds are tobacco free. This includes products related to smoking, chewing tobacco, snuff or smokeless tobacco.

SOLICITATIONS

Staff and volunteers are not to engage in any type of solicitation while serving Burritt on the Mountain, with the exception of Burritt's sponsored programs. Any staff or volunteer wishing to solicit funds or in-kind gifts on behalf of Burritt on the Mountain must receive prior approval from the Development Director or CEO.

SUPERVISION AND REGULAR EVALUATION

All volunteers will report directly to the assigned staff members of Burritt on the Mountain. The staff member will have daily routines to perform to keep the volunteer team satisfied and productive from making assignments to ensuring that necessary materials are available and evaluating the day's volunteer interactions. Should you have any questions, comments or suggestions, please feel free to bring them to our attention at any time.

SEXUAL HARASSMENT

All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a condition of service or employment, is used as the basis of employment, for advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment.

TAX DEDUCTIONS

Burritt on the Mountain is not able to reimburse volunteers for incidental expenses such as refreshments, gas, mileage or parking. However, there are a number of tax benefits available to volunteers in preparing their tax returns. Volunteers may deduct non-reimbursable out of pocket expenses directly related to their volunteer services if they itemize deductions. Check with your tax advisor for full list.

Examples of types of expenditures include:

- Bus or cab transportation

- Parking costs, toll fees
- Telephone bills
- Supplies purchased to perform volunteer duties
- Automobile mileage and expenses for gas
- Any other non-reimbursable out of pocket expense related to volunteer duties

VEHICLES AND EQUIPMENT

You are generally not authorized to drive any vehicles on behalf of Burrirt on the Mountain and you must have express permission to do so. A valid driver's license must be on file. You may use Burrirt on the Mountain equipment only in connection with your duties and after receiving appropriate training.

WEATHER

Burrirt on the Mountain staff make a strong effort to continue all operations and events under mildly inclement weather. In the event of major weather events or natural disasters, Burrirt on the Mountain staff will give you notice if normal operations are canceled. If you do not receive notification of cancellation, you are expected to report as scheduled.

WHISTLEBLOWER

It is the policy of Burrirt on the Mountain to encourage staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization. The organization will protect the individual from retaliation and identify those staff, board members, or outside parties to whom such information can be reported. For the full Whistleblower Policy please see page 38 in the Volunteer Handbook.

VOLUNTEER JOB DISCRIPTIONS

ADOPT-A-MILE PROGRAM

General Information: The Adopt-a-Mile program keeps our roads and highways clean and litter free and enhances the beauty of Alabama, while having a positive economic impact for our great state. Burritt on the Mountain sponsors the clean-up of Monte Sano Boulevard through the City of Huntsville's Operation Green Team.

Responsibilities: Help us keep the roadway near Burritt on the Mountain's entrance clean and welcoming, as well as, along Monte Sano Boulevard. Your efforts will be much appreciated by everyone in the community. Bags, gloves, and trash collecting "grabbers" are provided.

Qualifications: The Adopt-a-Mile maintenance is for all ages and abilities, with no prior experience or special skills necessary. We invite Individuals, groups or organizations to help.

Time Commitment: We will work with your schedule and interests.

Training and Support: New volunteers will be provided with an orientation training session. Hold Harmless Agreement Form must be signed prior to volunteering to help with Adopt-a-Mile.

Supervisor: Gina Hurst, Hospitality Director, (256) 533-1365, gina.hurst@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

BURRITT BRIGADE

General Information: Help maintenance staff with preventative maintenance issues. This group is composed of anyone/retirees who want to come up on a Monday morning and lend a hand for fix it jobs, landscaping, painting or just changing light bulbs. The Burritt Brigade does it all and has fun to boot!

Responsibilities: Work with maintenance staff doing supervised, general labor. Will require some walking, bending, and carrying depending on duties assigned.

Qualifications: Volunteers should like working with their hands. Some experience with hand tools and specialty tools.

Time Commitment: Every other Monday, 9 AM to 12 PM. We will work with your schedule and interests.

Training and Support: New volunteers will be provided with an orientation training session. Hold Harmless Agreement Form must be signed prior to volunteering to help with Burritt Brigade.

Supervisor: Stephanie Timberlake, Chief Operations Officer & Curator, (256) 512-0141, stephanie.timberlake@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

CAMP COUNSELOR

General Information: Camp counselors assist with fall, spring and summer camps for kids grades K-5.

The main role is to assist the staff in leading groups and providing fun and safe experiences for children. The camp counselor will help the campers acquire a feeling of high self-esteem, self-worth and competence in an outdoor setting. The camp counselor will help his/her group and its members assert their interests and expand their ideas and knowledge. The camp counselor will be responsible for the safety and well-being of each camper while in the day camp program.

Responsibilities: Camp Counselors assist with crafts, games, 1.5 mile hike and more in an outdoor setting.

Qualifications:

- At least 15 years old, adults or teens are welcome
- Mature individual with the ability to operate independently
- Previous experience or school course work in working with children and/or recreation is a plus
- Interest in working with children
- Desire to be a positive influence on children
- Ability to relate effectively to diverse groups of people
- Good communication skills with a clear voice
- A heartfelt desire to serve

Time Commitment:

- Flexible days, Monday – Friday
- Flexible shifts, 8:30am-2:30pm and/or 1:45-5:30pm

Training and Support: New volunteers will be provided with an orientation training session.

Supervisor: Shana Hyde, Children's Education Manager, (256) 512-0146, shana.hyde@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

EDUCATION DOCENT

General Information: Education Docents serve as presenters for the education programs to children and adults.

Responsibilities:

- Guided tours of Burritt Mansion, Historic Park and Barnyard
- Nature walks on the trails
- Classroom and field trip presentations
- Outreach programs in area schools

You will be provided with information needed to present these various programs.

Qualifications:

- Good communication skills
- A clear voice
- Patience with children
- Enjoy working with the public
- A heartfelt desire to serve

Classroom management skills are helpful, but Burritt on the Mountain education staff can provide training in this area. Burritt education staff members provide needed information for presentations.

Time Commitment: Education Docents are asked to volunteer 5-10 or more hours per month. Usually you will work in 2-3 hour time slots. We will work with your schedule and interests.

Plan to arrive for your duty 30 minutes prior to the presentation for check-in and preparation. Please commit to staying at the assigned presentation for the designated time.

Training and Support: New volunteers will be provided with an orientation training session. Your skills and knowledge will determine the amount of additional training necessary.

Notes and lesson plans will also be provided to help you in your new position. The brochures that are provided onsite will be helpful to create background knowledge. Please be sure to share any questions you have as you learn different stations.

Supervisor: Tammy Cooney, Chief Programs Officer, (256) 512-0145, tammy.cooney@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

GARDEN GURUS

General Information: Volunteers help maintain Burritt on the Mountain's property by pulling weeds, picking up sticks and light mulching to beautify the grounds. This is a great time to enjoy being outside and working with your hands.

Responsibilities: Volunteers assist by pulling weeds, picking up sticks and light mulching.

Qualifications: This position is for volunteers interested in performing general gardening practices outdoors who don't mind repetitive tasks like weeding (sometimes for extended periods of time). Maintaining Burritt's grounds is for all ages and abilities, with no prior experience or special skills necessary. We invite Individuals, groups or organizations to help.

Time Commitment: We will work with your schedule and interests.

Training and Support: New volunteers will be provided with an orientation training session.

Supervisor: Gina Hurst, Hospitality Director, (256) 533-1365, gina.hurst@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

GIFT SHOP ASSISTANT

General Information: Josie's Gift Shop is located inside Burritt on the Mountain's Welcome Center. With its central location through which all museum visitors must pass, it is the first impression our visitors receive of the museum. Josie's houses the gift shop with a variety of merchandise and also serves as the location for purchasing admission tickets and an information center for the site. Josie's Gift Shop is operated by part time employees and volunteers. Because the store operates on a very limited budget, volunteers are of key importance to the success of the store. Volunteers operate the cash register, help with merchandising (receive, tagging and displaying) and perform housekeeping tasks.

Responsibilities: Assist with daily operations of gift shop: operating cash register and housekeeping tasks. Volunteers should have a positive attitude about and knowledge of the entire Museum, as they are often the visitors' only contact.

Please arrive at least 15 minutes before shift begins and make sure store is tidy before leaving the premises. Once scheduled, gift shop assistants are asked to notify the museum if they are unable to help on the day scheduled.

Qualifications: Friendly, outgoing, reliable, and flexible. A heartfelt desire to serve. Creativity and sales experience are pluses.

Time Commitment: Museum Store Assistants are asked to volunteer at least two shifts per month and be willing to work for special events. Shifts are three to four hours depending on the time of year.

Training and Support: New volunteers will be provided with an orientation training session and specific training on procedures for working in the gift shop.

Supervisor: Stephanie Timberlake, Chief Operations Officer & Curator, (256) 512-0141, stephanie.timberlake@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

LIVING HISTORY INTERPRETER

General Information: Living History Interpreters present the past lives and skills of the people of the Tennessee Valley in the Historic Park. Volunteer activities are representative of historic gender roles.

Responsibilities:

Domestic functions (typically females, with exceptions) include but not limited to:

- Open-hearth and stove cooking
- Sewing
- Spinning
- Natural dyeing
- Soap making
- Weaving
- Garden tending

Agricultural functions (typically males, with exceptions) include but not limited to:

- Woodworking
- Fence building
- Field planting
- Cultivation
- Harvesting
- Blacksmithing
- Light animal husbandry

Qualifications:

- Good communication skills
- A clear voice
- Patience with children
- Enjoy working with the public
- A heartfelt desire to serve

It is helpful to possess some knowledge of history of the southeastern United States and of historic skills.

Although there is no upper age limit, volunteers should be in good health, because of the tasks performed. Children under sixteen years of age may participate in the program, but must be accompanied by a responsible adult who must also be an active participant. The adult must be able to supervise the child presenter as well as interacting with the public. If presenters are assigned to a particular station for a particular timeframe, they should commit to staying at the assigned station for the designated time.

Time Commitment: Living History Interpreters are asked to volunteer at least one shift per month and assist with special events such as Spring Farm Days, Folklife Festival, Super Saturdays and Candlelight Christmas.

Once scheduled, Living History Interpreters are asked to notify the museum if they are unable to help on the day scheduled.

Training and Support: New volunteers will be provided with an orientation training session.

Other Requirements: Living History Interpreters wear interpretive clothing. We can provide you with an outfit that will be kept at the museum. You may also have one of your choice made. Please have fabric and pattern approved in advance.

Supervisor: Meghan Laury-Tucker, Historic Park Manager, (256) 518-3931, meghan.laurytucker@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

MANSION DOCENT

General Information: Docents greet visitors and give engaging historic mansion information about Dr. Burritt and his unique home and current exhibition.

Responsibilities:

- Welcome and introduce visitors to Dr. Burritt's home.
- Provide visitors with information and a brief tour.
- Introduce and assist with self-guided tours.
- Maintain the security of the mansion and items on display during tours.
- Maintain all aspects of the mansion during shift.
- Represent Burritt on the Mountain and Dr. Burritt's home in a professional and courteous manner to members and the visiting public.

Qualifications:

- Interest working with people.
- Excellent interpersonal and oral communication skills.
- Interest in American history, decorative arts and architecture a plus.
- Self-motivated; ability to be productive with minimal supervision.
- Flexibility, enthusiasm, and an attitude of respect for working with diverse staff and visitors

Time Commitment: Mansion Docents are asked to volunteer at least two shifts per month and be willing to work for special events. Shifts are three to four hours depending on the time of year.

Training and Support: New volunteers will be provided with an orientation training session, as well as, docent training combined with historic reference materials.

Supervisor: Stephanie Timberlake, Chief Operations Officer & Curator, (256) 512-0141, stephanie.timberlake@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

OFFICE ASSISTANT

General Information: Office Assistants provide the clerical and administrative support for Burritt on the Mountain in order to keep our organization running smoothly so that staff may focus time and attention on clients.

Responsibilities: The Office Assistant will perform a variety of tasks depending on project deadlines. This will include data entry, filing, mailings, maintenance of office space and other administrative duties as assigned. This position helps to extend the resources in Burritt on the Mountain's administrative office to better assist and direct the needs of our clients.

Qualifications:

- Must present a professional appearance and a friendly manner.
- Must be dependable and punctual.
- Be courteous and personable when dealing with the public.
- Be self-directed, willing to take initiative, and detail-oriented.
- Respect and maintain confidentiality interests of Burritt on the Mountain database and other aspects.
- Good listening and communication skills.
- Ability to work with a wide range of people.
- Computer skills are required.
- A heartfelt desire to serve.

Time Commitment: Ability to create and stick with a regular schedule, including a commitment of 3-4 hours per week or bi-weekly.

Training and Support: New volunteers will be provided with an orientation training session. Additional task-specific training will be provided.

Supervisor: Teresa O'Malley, Executive Assistant & Bookkeeper, (256) 512-0142,
teresa.omalley@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

SPECIAL EVENTS

General Information: Volunteering to assist with special events can be the most important and rewarding way for individuals to connect with one of Burritt's core mission to enhance lives and build community through educational, artistic, and recreational experiences. Annual events feature City Lights & Stars Concerts, Cocktails at The View, The View Dinners, Super Saturdays, Easter Jubilee, Spring Farm Days, Celtic Day, Folklife Festival, Candlelight Christmas, Holiday Magic, Sanders Family Christmas Play and Featured events.

Responsibilities:

- Assist guests and staff on special event days in a variety of positions.
- Ensure the safety and enjoyment of guests on special event days.
- Provide flexible coverage in positions and for breaks.
- Will require some walking, bending, and carrying depending on duties assigned.

Qualifications:

- A heartfelt desire to serve.
- Customer service skills.
- Willingness and interest in working with the public.
- Ability to work well with others, accept supervision, and remain flexible.
- At least 15 years of age. People under 18 must provide parental consent.

Time Commitment: Event day volunteers will typically be asked to commit at least 2 to 4 hours depending on event.

Training and Support: New volunteers will be provided with an orientation training session. Additional task-specific training will be provided.

Supervisor: Contact person will be given for each event.

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

TRAIL & FOREST VOLUNTEER

General Information:

Volunteering to maintain Burritt on the Mountain's system of hiking trails can be the most important and rewarding way for individuals to connect with one of Burritt's core missions. Nature Trails wind through the woods and around the mountain, taking hikers past historic coal mines and limestone rock formations. From the Rock Bluff Trail that encircles Round Top Mountain, take a side hike on one of the Discovery Trails to the Big Cove Turnpike Trail, Oak Tree Trail or the Trough Springs Trail.

Also, there are opportunities to pull weeds and light landscaping around the Burritt property to help beautify the grounds.

Burritt on the Mountain is also a site listed on the Huntsville/ Madison County Birding Trail.

The Burritt Trails are open the same time the Burritt Park is open. Please be aware that **we lock our gate (at the bottom of the driveway) at the close of the business day.**

Please see the Trail Maps on page 29-30.

Responsibilities: Volunteers eradicate invasive plants along the trails and remove obstacles from the trails. If you can handle a pair of loppers or pick up sticks then your volunteer efforts will be much appreciated by everyone in the hiking community. Pull weeds and light landscaping around Burritt's buildings and property to help beautify the grounds.

Qualifications: The trail maintenance is for all ages and abilities, with no prior experience or special skills necessary. We invite Individuals, groups or organizations to help.

Time Commitment: We will work with your schedule and interests.

Training and Support: New volunteers will be provided with an orientation training session.

Supervisor: Gina Hurst, Hospitality Director, (256) 533-1365, gina.hurst@huntsvilleal.gov

Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.

GENERAL INFORMATION

BURRITT ON THE MOUNTAIN HISTORY

Our mission is to enhance lives and build community through educational, artistic, and recreational experiences while preserving our heritage, land and historic structures.

Burritt on the Mountain (commonly referred to as Burritt) was founded through the bequest of Dr. William Henry Burritt, who donated his house and the surrounding 167 acres, together with all furnishings and personal objects to the City of Huntsville upon his death in 1955. On October 27, 1955, the City of Huntsville established Burritt Museum (Ordinance Number 55-104) and vested the management, control and supervision with a municipally appointed Board of Directors called the Burritt Memorial Committee. The Board is comprised of 17 members, the majority are female in accordance of Dr. Burritt's will. Since 1980, the Committee has transferred the responsibility of daily management of the facilities, collection, and personnel to the CEO.

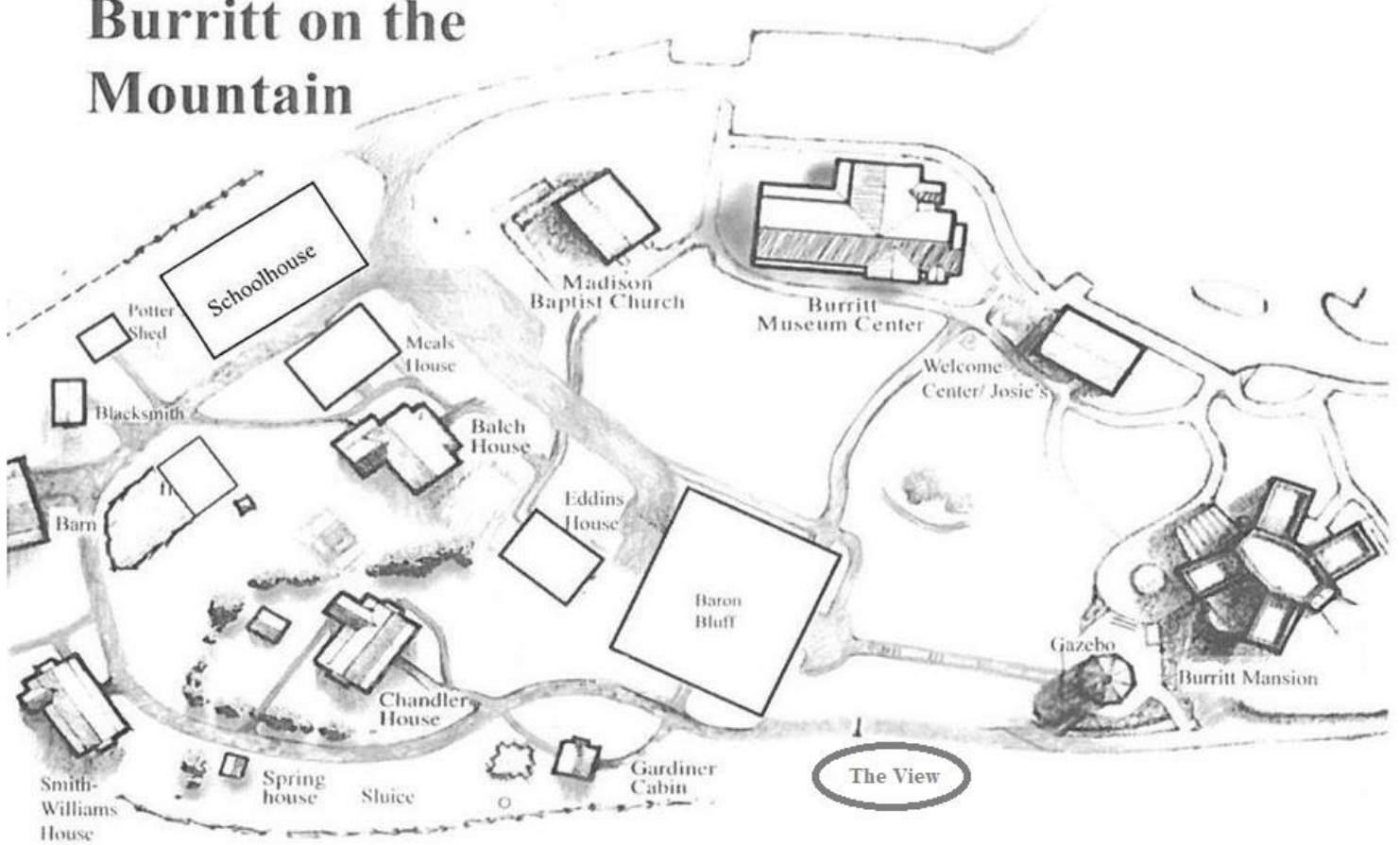
The Museum is located on 167 acres of mountain woodlands overlooking the City of Huntsville and the Tennessee River Valley. Situated on the crest of Round Top Mountain, the property includes approximately 12 acres of cleared plateau surrounded by sloping woodlands. The centerpiece of the site is Dr. Burritt's fourteen room mansion built in 1936. It provides space for exhibition galleries, offices, and limited collection storage.

In 1967, the Board of Directors began to expand the Museum's facilities through the acquisition of historic rural structures. A growing collection of predominantly log structures from the 19th century have been relocated from their original sites to Burritt. The collection of structures is used to reflect the lifestyles of late 19th century southern farmers through living history interpretation, period interiors, and architectural detail. To date the collection includes:

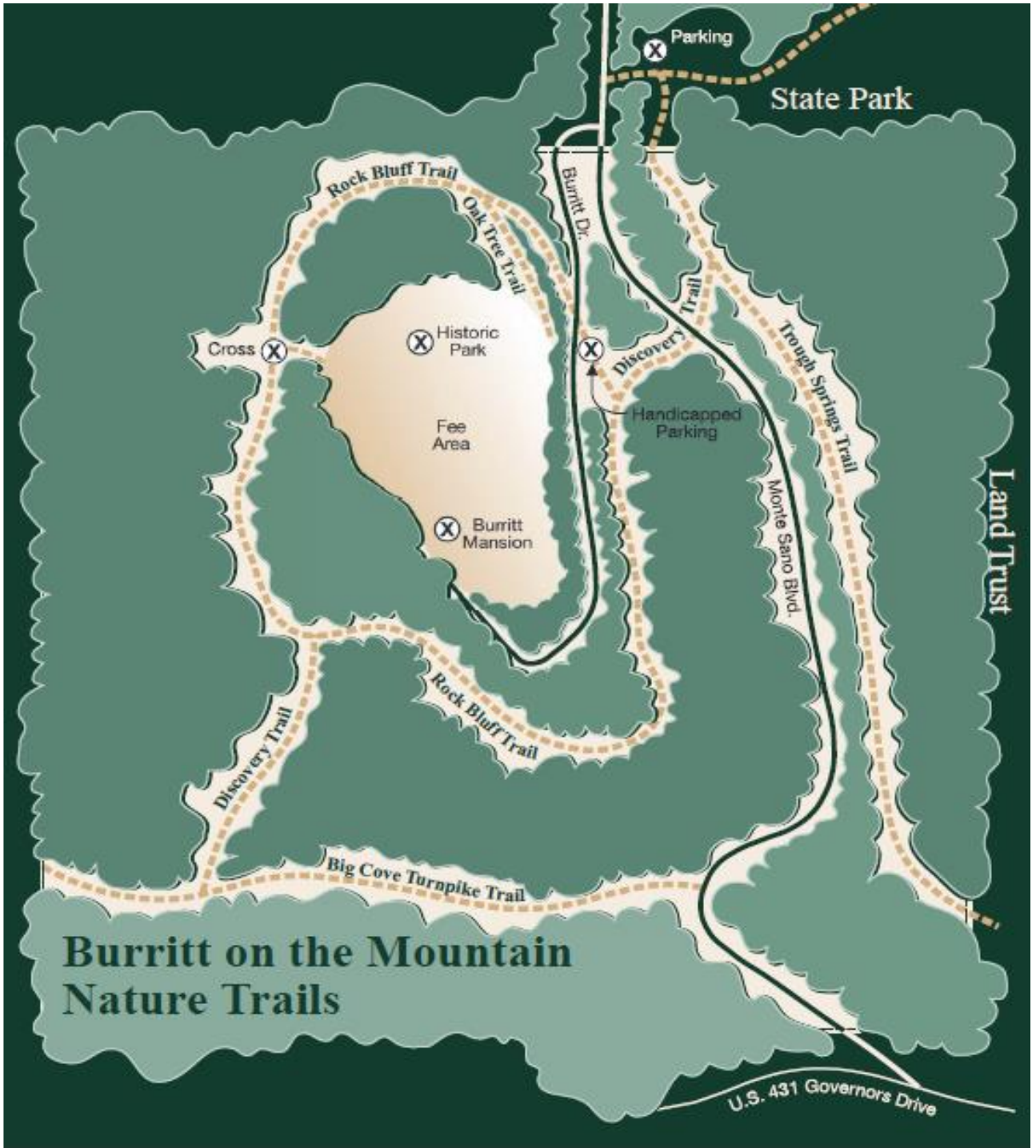
- James A. Meals Saddlebag House, ca. 1845 (restored to 1890)
- Gardiner Single-Pen Cabin, ca. 1850 (restored to 1850)
- Chandler Dogtrot House, ca. 1850 (restored to 1850)
- Smokehouse, ca. 1840 (restored to 1850)
- Springhouse, 1850 reconstruction
- Smith-Williams Dogtrot House, ca. 1868 (restored to 1900)
- Corncrib and Hog Pen, 1900 reconstruction
- Barn, ca. 1890 (restored to 1900)
- Blacksmith Shop, 1900 reconstruction
- Sorghum processing area, ca. 1900
- Out House, 1900 reconstruction
- Chicken House, 1900 reconstruction
- Balch clapboard-sided House, ca. 1887 (restored to 1900)
- Madison Baptist Church, ca. 1884
- Joel Eddins, ca 1808 oldest known log structure in Alabama

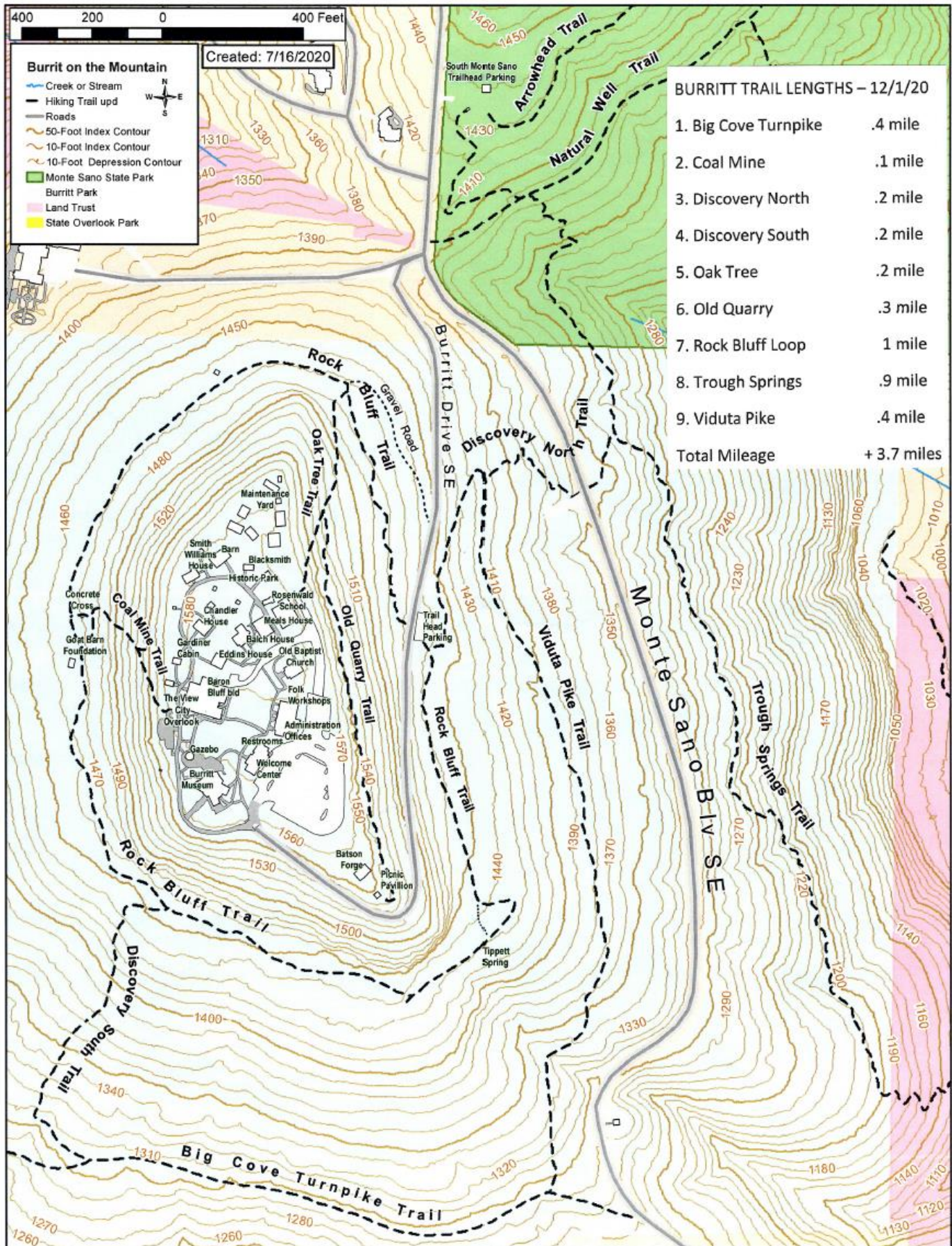
BURRITT ON THE MOUNTAIN MAP

Burritt on the Mountain



TRAIL MAP





HOURS AND ADMISSION

Burritt Mansion, Historic Park, Welcome Center and Josie's Gift Shop

Hours

Summer Hours (April - October)

Monday Closed

Tuesday - Saturday 9:00 a.m. - 5:00 p.m.

Sunday 12:00 p.m. - 5:00 p.m.

Winter Hours (November - March)

Monday Closed

Tuesday - Saturday 10:00 a.m. - 4:00 p.m.

Sunday 12:00 p.m. - 4:00 p.m.

Special Openings and Closings

Open Memorial Day, 4th of July and Labor Day

Closed Mondays, Thanksgiving, Christmas Eve, Christmas Day and New Year's Day

Admission

Adults- \$12

Children & Students- \$8

Seniors (60+) & Military- \$10

Children 2 and under- Free

Burritt Members- Free

BURRITT ON THE MOUNTAIN STAFF

Leslie Ecklund

Chief Executive Officer
(256) 512-0144
leslie.ecklund@huntsvilleal.gov

Teresa O'Malley

Executive Assistant & Office Manager
(256) 512-0142
teresa.omalley@huntsvilleal.gov

Lynn Lawrence

Chief Financial Officer
(256) 512-0143
deborah.lawrence@huntsvilleal.gov

Tammy Cooney

Chief Programs Officer
(256) 512-0145
tammy.cooney@huntsvilleal.gov

Stephanie Timberlake

Chief Operations Officer & Curator
(256) 512-0141
stephanie.timberlake@huntsvilleal.gov

Elizabeth Jones

Marketing Director
(256) 533-4118
elizabeth.jones@huntsvilleal.gov

Toni Wessells

Rental Director
toni.@huntsvilleal.gov
(256) 650-4719

Gina Hurst

Chief Development Officer
(Development, Membership & Volunteer & Services)
(256) 512-5570
gina.hurst@huntsvilleal.gov

Cooper Murray

Special Events Director
(256) 427-5195
tamara.murray@huntsvilleal.gov

Meghan Laury-Tucker

Historic Park Manager
(256) 518-3931
meghan.laurytucker@huntsvilleal.gov

Jana Parris

Folk School Program Manager
(256) 427-5196
jana.parris@huntsvilleal.gov

Shana Hyde

Children's Education Manager
(256) 512-0146
shana.hyde@huntsvilleal.gov

Welcome Center/ Josie's Gift Shop

(256) 536-2882
burritt@huntsvilleal.gov
burrittgiftshop@huntsvilleal.gov

FORMS



VOLUNTEER APPLICATION

Staff Entry	
_____	New Volunteer
_____	Medical Form
_____	Youth Conduct Form
_____	Release Waiver
_____	Confidentiality Form
_____	Handbook Receipt
_____	Database Entry
_____	Background Check

Name (Print): _____

Birth date: ____/____/____ US Citizen Yes No

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone Cell: _____ Home: _____

Available (start date): ____/____/____ Days: Sun Mon Tues Wed Thurs Fri Sat

Hours and Availability Detail: Morning _____ Noon _____ Evening _____

Please mark volunteer opportunities that best interest you.

Adopt-A-Mile (pick up trash along Burritt’s adopted mile of Monte Sano Blvd; bags and tools provided)

Burritt Brigade (meet every other Monday from 9:00 AM - 12:00 PM to complete special projects on Burritt grounds: repairs to historic buildings/fencing and construction projects)

Camp Counselor (assist with fall, spring and summer camps for kids grades K-5)

Education Docent (conduct in-house and off-site educational programs, tours and assist with camps)

Living History Interpreter (greet visitors to historic park and interpret 19th century activities such as blacksmithing, spinning, weaving, butter churning, hand-sewing, cooking, gardening, etc. costumes will be provided by Burritt when needed.) Please list any historic skills you have: _____

Mansion Docent (greet visitors, conduct short tours; shifts Apr. – Oct. 9 AM -1 PM or 1 - 5 PM; shifts Nov. – Mar. 10 AM -1 PM or 1 - 4 PM)

Office Assistant (assist staff with data entry, filing, etc.; prefer a regular/ongoing basis to ensure consistency)

Special Events Assistant (collect tickets, serve dinners, bartend, direct parking, conduct games and crafts, etc.)

Gift Shop Assistant (greet visitors, operate cash register and answer phones)

Trail & Forest (maintain hiking trails, eradicate invasive plants, gardening in historic park)

All volunteers must complete an application and consent to a background check prior to being assigned.

Yes, I give consent for background check. **Signature** _____

Please return Volunteer Application to:

Volunteer Director

Burritt on the Mountain, 3101 Burritt Drive, Huntsville, AL 35801
Email: gina.hurst@huntsvilleal.gov or FAX: (256) 532-1784



VOLUNTEER MEDICAL RELEASE FORM

Name (Print): _____ Birth date: ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Phone Cell: _____ Home: _____

Emergency Contacts:

1. Name: _____ Emergency Phone: _____

Address: _____

2. Name: _____ Emergency Phone: _____

Name of Family Physician: _____ Phone: _____

Hospital Preference: _____ Insurance Company: _____

Group #: _____ Phone: _____

List allergies or medications that may cause a reaction or other medical conditions that we need to be aware of:

The undersigned individual desires, and/or if a child is identified above as "Volunteer" the undersigned parent/guardian thereof desires the identified child, to participate in volunteer activities and/or programs ("Activities") associated with, conducted by, or conducted on the property of one or more of the following: Burritt Museum Association, Inc., Burritt Memorial Committee, the City of Huntsville, their officers, directors, agents, volunteers, insurers, principals, parents, subsidiaries, affiliates, successors or assigns (herein the "Released Parties"). In consideration for Volunteer being permitted to participate in the Activities, the undersigned does enter into the following agreements. The personal information reported hereon will be kept confidential and will be used only for emergencies, or in enforcement of the agreements herein.

The undersigned does hereby release, acquit and forever relieve the Released Parties from all liability and all claims of responsibility arising from injury, damage, loss or cost incurred now or hereafter by Volunteer and arising from Activities ("Claims"). The undersigned covenants not to sue the Released Parties for any Claims. The undersigned agrees to defend, indemnify and hold harmless the Released Parties from and against any Claims. The undersigned recognizes that certain principles of law may restrict the ability of a person to release claims for injuries or damages that have not yet occurred and may restrict a person's ability to release claims of a minor child. By entering into a covenant not to sue, the undersigned intends to preclude the statement or prosecution of Claims, if any, not capable of release as purported herein. By agreeing to indemnify the Released Parties against Claims (including claims of a child, if a child is identified above as the "Volunteer"), the undersigned assumes responsibility for Claims, if any, that might be stated against the Released Parties despite and/or not precluded by the release or covenant not to sue herein contained. The undersigned agrees that Volunteer may participate in multiple Activities over an extended period. The agreements herein contained shall apply with equal force to all Activities occurring from the date of the execution of this instrument until the date the undersigned hand delivers a written revocation of this instrument to the CEO of Burritt Museum Association, Inc. Any revocation of this instrument shall have no impact upon the effectiveness of this instrument to protect the Released Parties from any Claims arising, in whole or in part, from acts, omissions or occurrences first occurring prior to the delivery of the revocation as herein required.

Volunteer Signature

Date

Parent/Guardian Signature (volunteer under 19 years old)

Parent/Guardian Phone Number

Please return Volunteer Application to:

Volunteer Director

Burritt on the Mountain, 3101 Burritt Drive, Huntsville, AL 35801

Email: gina.hurst@huntsvilleal.gov or FAX: (256) 532-1784



YOUTH VOLUNTEER CODE OF CONDUCT

By signing this agreement, I, _____, agree to the following:
(Please print name)

- That the goal of volunteering is to engage and educate the public, and my attitudes and actions should always further that goal. I will treat with respect each person I come into contact with and I will work with staff to manage any difficult or inappropriate situations.
- To work my entire volunteer shift as scheduled, to conduct myself in an appropriate manner, to wear appropriate clothing, to follow safety procedures, and to be prepared for my shift.
- That if I cannot make a volunteer shift (or any part of a shift), it is important to notify the Volunteer Director ahead of time by calling (256) 533-1365, or Burritt’s main number, (256) 536-2882.
- I agree to stay in my designated area during my assigned shift, and though I may have friends who are also volunteers at the museum, I understand that while I am volunteering at Burritt on the Mountain, my focus should be on the visitors, guests and/or campers.
- That I represent the museum and promise not to engage in any activity that may cause harm to the museum, others or to myself.

Volunteer Signature

Date

Parent/Guardian Signature

Parent/Guardian Phone Number

Please return Volunteer Application to:
Volunteer Director
Burritt on the Mountain, 3101 Burritt Drive, Huntsville, AL 35801
Email: gina.hurst@huntsvilleal.gov or FAX: (256) 532-1784



WAIVER AND RELEASE OF LIABILITY & HOLD HARMLESS AGREEMENT

I hereby state that I understand that tasks and skills are often inherently dangerous occupations that may deal with heat, fire, heavy objects, sharp objects, chemicals, debris or other hazards. I am fully responsible for using safety equipment such as eye, ear, and respiratory protection. I am also responsible for dressing appropriately and safely for the task or skill I am participating in and for using safe work methods and conduct. Burritt Museum, the City of Huntsville, Burritt Museum officers, volunteers, demonstrators, and instructors specifically disclaim responsibility or liability for any damages, injuries, or destruction of property incurred at Burritt Museum resulting from act of information presented threat. I will not hold any of the above parties responsible for any injury, damage or destruction of property incurred during the event that I am attending.

Volunteer Signature

Date

Name (Print)

Please return Volunteer Application to:

Volunteer Director

Burritt on the Mountain, 3101 Burritt Drive, Huntsville, AL 35801

Email: gina.hurst@huntsvilleal.gov or FAX: (256) 532-1784



CONFIDENTIALITY POLICY

Respecting the privacy of our clients, donors, members, staff, volunteers and of Burritt on the Mountain itself is a basic value of Burritt on the Mountain. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Chief Executive Officer. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers and board members of Burritt on the Mountain may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Burritt on the Mountain that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

I have read Burritt on the Mountain's policy on Confidentiality presented above. I agree to abide by the requirements of the policy. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Burritt on the Mountain.

Volunteer Signature

Date

Name (Print)

Please return Volunteer Application to:

Volunteer Director

Burritt on the Mountain, 3101 Burritt Drive, Huntsville, AL 35801

Email: gina.hurst@huntsvilleal.gov or FAX: (256) 532-1784



VOLUNTEER HANDBOOK ACKNOWLEDGMENT FORM

By signing this form, I acknowledge I have received a copy of the Burritt on the Mountain Volunteer Handbook and:

- I understand it contains important information about Burritt on the Mountain policies and procedures.
- I understand I am expected to read the Volunteer Handbook, familiarize myself with its contents, and understand the policies and procedures that apply to me.
- I understand that the policies, procedures and benefits contained in this Volunteer Handbook may be changed at the sole discretion of Burritt on the Mountain at any time.
- I understand that the most current version of this Volunteer Handbook replaces any and all prior handbooks and policies and procedures of Burritt on the Mountain.
- I understand that Burritt on the Mountain is an "at-will" organization and as such my volunteer service is not for a fixed term or definite period and may be terminated at the will of either me as the Volunteer or Burritt on the Mountain, with or without cause, and with or without notice.
- I understand that nothing contained in this Volunteer Handbook or any other statement of policy or procedure may be construed as creating a contract of volunteering or a promise of future benefits with Burritt on the Mountain.
- I understand all volunteers must complete an application and consent to a background check prior to being assigned.

If I have questions regarding this Volunteer Handbook, I will immediately bring them to the attention of the Volunteer Director.

Volunteer Signature

Date

Name (Print)

Please return Volunteer Application to:

Volunteer Director

Burritt on the Mountain, 3101 Burritt Drive, Huntsville, AL 35801

Email: gina.hurst@huntsvilleal.gov or FAX: (256) 532-1784

WHISTELBLOWER POLICY

1. **GENERAL:** Burritt Museum requires directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Burritt on the Mountain, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
2. **REPORTING RESPONSIBILITY:** It is the responsibility of all directors, officers, employees, and volunteers to report violations or suspected violations of ethical standards or conflicts of interest. This Policy shall be used a guidance in reporting such violations.
3. **NO RETALIATION:** No director, officer, employee, or volunteer who in good faith reports a violation or suspected violation shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Burritt organization prior to seeking resolution outside the organization.
4. **REPORTING VIOLATIONS:** Employees and volunteers are expected to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or if you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Chairperson of the Museum's Board of Directors who serves as the Compliance Officer and has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the process of talking with your supervisor or member of management, you may contact the Compliance Officer directly.
5. **COMPLIANCE OFFICER:** The Museum's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations and, at his/her discretion, shall advise the Board of Directors. The Compliance Officer has direct access to the Board and is required to report to the Board at least annually on compliance activity.
6. **ACCOUNTING AND AUDIT MATTERS:** The Chairman of the Finance Committee, in conjunction with other members of the Finance Committee, shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing. The Chairman of the Finance Committee shall notify the Chairman of the Board of any unresolved complaints or concerns and work to resolution of the complaints or concerns.
7. **ACTING IN GOOD FAITH:** Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
8. **CONFIDENTIALITY:** Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

9. **HANDLING OF REPORTED VIOLATIONS:** The Compliance Officer will notify the sender and acknowledge receipt of the reported violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
10. **ALABAMA ETHICS LAW:** Burritt is governed by the Alabama Ethics Laws. Section 36-25-24 address retaliation against an employee who reports an ethics violation:
§ 36-25-24. Supervisor prohibited from discharging or discriminating against employee where employee reports violation. A supervisor shall not discharge, demote, transfer, or otherwise discriminate against a public employee regarding such employee's compensation, terms, conditions, or privileges of employment based on the employee's reporting a violation, or what he or she believes in good faith to be a violation, of this chapter or giving truthful statements or truthful testimony concerning an alleged ethics violation. (b) Nothing in this chapter shall be construed in any manner to prevent or prohibit or otherwise limit a supervisor from disciplining, discharging, transferring, or otherwise affecting the terms and conditions of a public employee's employment so long as the disciplinary action does not result from or is in no other manner connected with the public employee's filing a complaint with the commission, giving truthful statements, and truthfully testifying. (c) No public employee shall file a complaint or otherwise initiate action against a public official or other public employee without a good faith basis for believing the complaint to be true and accurate. (d) A supervisor who is alleged to have violated this section shall be subject to civil action in the circuit courts of this state pursuant to the Alabama Rules of Civil Procedure as promulgated by the Alabama Supreme Court. (e) A public employee who without a good faith belief in the truthfulness and accuracy of a complaint filed against a supervisor shall be subject to a civil action in the circuit courts in the State of Alabama pursuant to the Alabama Rules of Civil Procedure as promulgated by the Supreme Court. Additionally, a public employee who without a good faith belief in the truthfulness and accuracy of a complaint as filed against a supervisor shall be subject to appropriate and applicable personnel action. (f) Nothing in this section shall be construed to allow a public employee to file a complaint to prevent, mitigate, lessen, or otherwise to extinguish existing or anticipated personnel action by a supervisor. A public employee who willfully files such a complaint against a supervisor shall, upon conviction, be guilty of the crime of false reporting.

NOTES