

Colorado Springs Pioneers Museum Junior Docent 2020 Orientation Packet

Congratulations on your acceptance into the Junior Docent Program! We are looking forward to working with you. As a Junior Docent, you will explore regional history, get a behind the scenes look at museum work, and grow your communication and interpretation skills.



The mandatory digital orientation will take place on **Saturday, May 30th from 10:00am to 12:00pm**. This session is very important, as you will meet the other Junior Docents and learn about the program structure. We will also go over our expectations for participation in the program. We ask that one parent/guardian is present for the first half hour of the orientation.

Please review this entire packet with your parent/guardian. Submit all required materials by May 28 (scan and email to meg.poole@coloradosprings.gov, mail to 215 S. Tejon Street, 80903, or drop-off).

- Junior Docent Profile
 - Parental Informed Consent & Release
 - Junior Docent Volunteer Agreement
- Junior Docent Survey (Not in this packet/sent online as a Survey Monkey link)
- Create a CERVIS Account
- Reading Assignment
 - A Brief History of the Pikes Peak Region***

CONTACT US!

If you or your parents/guardians have any questions do not hesitate to call or email Meg Poole (Program Coordinator)! I can be reached at 719-385-5631, or at Meg.Poole@ColoradoSprings.gov. I am in the office Tuesdays through Saturdays from 8am to 5pm. Makaela Worden is our part-time Education Assistant for the summer. She can be reached at Makaela.Worden@ColoradoSprings.gov and 719-385-5635.

OUR GOAL: This summer we want you to grow! What are some personal goals you have? What do you hope to learn? Not only will you learn a lot about the history of the Pikes Peak region, but you'll start to develop new interpretive and communication skills. You'll also get a taste of what it's like to work in a museum. We want you to commit to this like you would a job: get to digital sessions on time, come with a positive attitude, do your best, and act professional and mature. These are wonderful skills to start practicing!

TIME COMMITMENT: JDs will participate in weekly digital sessions. Once we receive your surveys we will determine a day of the week and time that works best for everyone. We will try to keep sessions to about 1.5 hours or less and have assignments and activities for students to work on each week. We do plan to create some in-person opportunities as well. Each student will work towards the completion of a National History Day project over the course of the summer and will present their final project at the end of the program.

REQUIRED ORIENTATION: We have a required digital orientation session on Saturday, May 30 from 10am-12pm. Please have one parent/guardian join the JD for the first half hour of the session.

ZOOM: We will use our microphones and cameras when operating Zoom. Please dress appropriately as your peers, museum professionals, and community partners will be able to see you. Please also try to find a quiet place in your home for the online sessions and make sure that you are in an appropriate setting. Make sure your family members are aware when you are participating in digital sessions so we can avoid any surprises. Please note that if anything inappropriate occurs during the sessions we will immediately end the session. Inappropriate or disrespectful behavior may result in dismissal from the program. Please only use Zoom's chat function to communicate with the program presenter or the whole group. We do not allow private chats between program participants.

SCHEDULING: We will plan a day of the week and time for our sessions once we receive everyone's surveys. You'll see on the survey that we also need you to pick a time for your research appointment in the archives. Other opportunities are going to arise over the summer, so we ask you to keep an eye on your email for any updates. **Please give us as much advance notice as possible if you cannot attend scheduled activities.**

CANCELLATIONS: If you cannot make a digital session you must notify Makaela Worden ahead of time at Makaela.Worden@ColoradoSprings.gov or 719-385-5635. If you cannot reach Makaela, contact Meg Poole at 719-385-5631 or the front desk at 719-385-5990.

NO-SHOW POLICY: If you fail to report for a digital session without giving prior notice, you will be considered a no-show. If this happens more than once, you may be dismissed from the program.

TRACKING PARTICIPATION HOURS: Junior Docents will track their own hours through our volunteer program CERVIS. Please record any time spent in digital programs and working on assigned projects and activities. Returning JDs already have CERVIS accounts and will just need to log-in. New JDs will need to set-up accounts.

PARKING: We are hoping to schedule some in-person activities at the museum. Students who drive or parents/guardians may park in the City Administration Garage on the corner of Nevada and Colorado Tuesdays-Fridays. **We can validate parking at the front desk for JDs that drive, but not for parents.** On Saturdays you can park for \$1 all day in the garage or find free parking on Vermijo east of Nevada.

PICK UP/DROP OFF: Please discuss a plan with your parent/guardian. *Example:* Your parent/guardian prefers for you to stay in the building until they arrive to pick you up.

MEDICAL CONDITIONS & ALLERGIES: It is your responsibility to inform us of any medical concerns or conditions on the Junior Docent Profile.

CHALLENGES: We want to help students grow. For some Junior Docents this is the first time you've had this type of commitment. It can be challenge to practice new skills such as professional behavior. CSPM staff will work with Junior Docents if any challenges arise. We can come up with plans for improvement and work together to do a better job. We do not tolerate disrespect towards staff, other volunteers or the public. If a Junior Docent acts in any way that creates a safety risk they will be asked to leave immediately. We will always work to resolve issues with students and will make parents aware when necessary.

PROGRAM DISMISSAL: We will always work with students and their guardians to find solutions to any issues that arise. However, if a student does not take the required corrective action, agreed on between the museum and student, they may be asked to leave the program.

Each week we will focus our digital sessions and activities on a new exhibit/regional history topic and theme in the museum field. This program outline is subject to change, but we wanted to give an idea of what to expect.

May 28	Due date: turn in forms, complete survey, create CERVIS account, complete required reading
Saturday, May 30 10 a.m. – 12 p.m.	<i>REQUIRED</i> Orientation and Training
WEEK 1 – June 2-6	National History Day
WEEK 2 – June 9-13	<i>City of Sunshine/</i> Interpretation
WEEK 3 – June 16-20	<i>Cultural Crossroads/</i> Exhibit Development
WEEK 4 – June 23-27	<i>Evidence/</i> Research
WEEK 5 – June 30 - July 4	<i>Regional Art/</i> Collections Management
WEEK 6 – July 7 - 11	<i>1903 Courthouse/</i> Historic Preservation
WEEK 7 – July 14 - 18	<i>Story of Us/</i> Museum Management
WEEK 8 – July 21 - 25	<i>Any Place North & West/</i> Interpretation
WEEK 9 – July 28 – August 1	Final Presentations

There are several due dates for the National History Day project. Please put these on your calendar. We will discuss the project guidelines during the first week of the program.

June 13	NHD Project Topic & Format DUE
June 27	Research Overview DUE
July 11	Thesis & Project Outline DUE
July 25	Final Project DUE
July 28 – August 1	Project Presentations

NATIONAL HISTORY DAY PROJECTS: If you are not familiar with National History Day, please explore their website to learn more: NHD.org. Over the course of the summer students will prepare their own project on a regional history topic that fits in the 2021 theme: *Communication in History: The Key to Understanding*. Students will present their projects the last week of the program (we will support students who want to enter the regional contest held at Colorado College in February however we can!). We will learn more about project development the first week of the program. Start thinking about local history topics now!

WEEKLY ACTIVITIES: Each week will feature a regional history topic (i.e. Tuberculosis) and a museum-field theme (i.e. exhibit development). We will have a guiding question for the students to consider at the start of each week along with some assigned activities (i.e. complete an art project, research a topic, etc.). Please make sure you are keeping up with all activities so you can bring your questions and ideas to the digital sessions. You can call or email us with questions throughout the week.

COLORADO SPRINGS @ 150: Our Curator of History, Leah Davis Witherow, has asked for student input on a new exhibit opening in 2021. Students will share ideas and feedback and may be assigned research projects to help us produce this special exhibit!

SCHOOL-YEAR PROGRAMS: JDs are required to volunteer for at least two Saturday programs during the 2020-2021 school year. These include Family Fun Days and Children's History Hour. We are prepared to cancel or adapt programs to a digital format and may not be able to work with volunteers. We will be sure to keep everyone informed.

I hereby certify that all statements made in this application are true. I acknowledge that any false statement or misrepresentation on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. I understand that my child is working at all times on a voluntary basis without compensation and not as a paid employee, and that this relationship can be cancelled at any time by me or the Parks, Recreation and Cultural Services Department.

If my child is injured while volunteering for the Department, HE/SHE MAY be covered by medical insurance purchased by the Department. In order to be eligible for such coverage, I and my child understand that they must follow the guidelines established by the Parks, Recreation and Cultural Services Department's policies, procedures, rules for safety and any other regulations pertaining to this program. The Department and the City are NOT promising to provide medical coverage, and may restrict or discontinue it at any time without notice to me. I understand that I should obtain my own separate medical insurance for my child.

I release the City of Colorado Springs and the Parks, Recreation and Cultural Services Department, their employees, agents, leaders, instructors, contractors, and volunteers from any liability for loss or injury to my child or property which might occur due to negligence or other acts or omissions. This release applies to any losses or injuries which may occur as a result of, or during their participation in, volunteer service.

I realize that this release is a binding contract. I have read and do understand it. I also understand that my child's acceptance in a volunteer position is contingent upon meeting the position, training and scheduling requirements of that position. I further understand that the Parks, Recreation and Cultural Services department cannot guarantee supervision for my child at times other than those he/she is scheduled to volunteer. **The City may use my child's photograph for any official Department publications and/or productions. I knowingly and voluntarily sign below.**

CITY OF COLORADO SPRINGS CODE OF ETHICS ACKNOWLEDGEMENT FOR VOLUNTEERS AND NON-PAID CONTRIBUTORS

Thank you for giving your time and talents to the City of Colorado Springs. We could not provide important services to our customers to the level that we do without your help. As a valued member of our City team, it is important that you conduct your activities to the highest standards of business practices and ethics. What does this mean? When you are serving with us:

- Conduct your activities with the City's best interest in mind. Do not do anything to harm or embarrass yourself or the City.
- Be truthful and accurate in everything that you say and do.

- Serve your customers with integrity, provide service promptly and do not discriminate.
- Do not ask for or accept gifts or anything of value from persons outside the City in your capacity as a City volunteer. There are a few exceptions to this rule outlined in the City of Colorado Springs Code of Ethics section 1.3.104. If you encounter this type of situation, notify your program supervisor or contact person for direction as to how you should proceed.
- Protect the information that you are given access to. Do not use information or get into systems that you are not allowed to access.
- Use City equipment and tools only for City business and not for your own use.
- You must avoid conflicts of interest. If you think you may have a conflict of interest, notify your program supervisor or contact person for direction as to how you should proceed. Conflicts include, but are not limited to:
 - having a personal or financial relationship that could influence or be perceived to influence the representation or conduct of business for, or on behalf of the City including if a family member has a direct or indirect substantial financial interest in any action with the City;
 - any improper or undue influence (or perception of influence) being exercised concerning a direct action involving the City;
 - any activity that creates an appearance of impropriety or the appearance that you are violating the law or ethical standards;
 - other conflicts as outlined in the City of Colorado Springs Code of Ethics section 1.3.106.

Notify your supervisor or contact person if you see or hear anything that you believe is unethical or illegal.

These Do's and Don'ts cannot cover every situation where legal or ethical questions may come up. You should check with your program supervisor or contact person to determine what to do. If you feel uncomfortable going to your program supervisor or contact person, you may contact Bernard Asiu, Human Resources Manager, at (719) 385-5765. No action shall be taken against any individual who reports a possible ethics violation which they believe is true and accurate.

You are expected to read the City of Colorado Springs Code of Ethics. You can request a copy of the code from your program supervisor or contact person. You can also read the code on line in Chapter 1, Article 3 of the City Code at:

<http://www.sterlingcodifiers.com/CO/Colorado%20Springs/index.htm>.

The Colorado Springs Pioneers Museum builds a lasting connection to the Pikes Peak region by preserving and sharing our cultural history. As a Junior Docent and a representative of the Museum we ask that you work along with the museum staff and volunteers to help fulfill this mission. Please review the following guidelines with your parent/legal guardian and sign the JUNIOR DOCENT PROFILE confirming you've read, understand and agree to these guidelines and responsibilities.

As a Junior Docent, I agree to:

- Agree to all of the Junior Docent Policies & Procedures.
- Be respectful and friendly to staff, other volunteers, and the public.
- Demonstrate maturity by following directions and obeying all rules, policies, and guidelines.
- Follow all emergency, fire, and safety procedures.
- Wear appropriate clothing and set-up with an appropriate background when participating in digital program sessions.
- Honor my scheduled program commitments, arrive to program sessions on time, and give prior notice when unable to attend sessions.
- Track all participation hours in CERVIS.
- Be good spirited about my assignments and responsibilities and meet all project deadlines.
- Be an advocate for myself and meet with CSPM staff if I have concerns or need help with something.

The Colorado Springs Pioneers Museum values your time and commitment. We agree to:

- Provide accurate information and assistance.
- Provide a safe and welcoming environment for all Junior Docents.
- Ensure supervision and provide feedback.
- Respect your skills and needs.
- Maintain effective communications with families on upcoming activities and scheduling.

Junior Docent Name: _____

Does the student have any allergies or medical conditions that we need to be made aware of?

Please list/explain. We ask that all medications be administered before or after the student’s time at the museum if possible. Please also list any medications that the student will have with them **during** their time at the museum.

Is there anything else you would like us to know? We want your child to have a wonderful summer! If you have information on how your child learns or best interacts with others we would love to know more.

I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. I have made the Colorado Springs Pioneers Museum aware of any medical conditions or allergies of my child, and any medications my child is currently taking.

Parent/Guardian Signature

Date

INFORMED CONSENT & RELEASE AND VOLUNTEER AGREEMENT ACKNOWLEDGMENTS

I understand that failure to follow these agreements may lead to my dismissal from the program.

I, as the Minor Applicant, have read these acknowledgments and agree to comply with the requirements of:

- The Informed Consent & Release Document (pages 5& 6)**
- The Volunteer Agreement (page 7)**

Junior Docent Signature _____ Date _____

I, as the Parent or Legal Guardian of the Minor Applicant, have read these acknowledgments and agree to comply with these requirements.

Parent/Guardian Signature _____ Date _____

Printed Name _____

A BRIEF HISTORY OF THE PIKES PEAK REGION

by Matt Mayberry, Museum Director

In 1893, poet and author Katharine Lee Bates boarded a train in Massachusetts headed to Colorado Springs. Escaping the sweltering New England summer, she planned to soak up the region's dry, mild climate and serve as a guest lecturer at Colorado College. During her stay, she made her way to the top of nearby Pikes Peak where she stood in awe of the scenic grandeur of the surrounding mountains and plains. This view from the summit inspired her to write the poem "America the Beautiful." Once set to music, her vivid descriptions of "purple mountain's majesty" and "amber waves of grain" became, for many, our national anthem.

Bates was just one of countless people over the centuries that was attracted to and inspired by Pikes Peak. The oral tradition of the Ute people says that they have always lived close to the mountain. They call it *Ta-Wa-Ah-Gath* – or "Sun Mountain" – for the way it collects and reflects the morning's rays. The Spanish, who settled in northern New Mexico and explored the area in the 16th century, called it *Almagre* for its vibrant red coloring.

The first American official to encounter the mountain was a dashing young Army lieutenant named Zebulon Montgomery Pike. In 1806, as Lewis and Clark were returning from their expedition, Pike was dispatched to explore the southwestern boundary of the newly acquired Louisiana Territory. Pike named the mountain Grand Peak when he first caught a glimpse of it looming in the distance. A few weeks later, he attempted to climb the peak in an effort to survey the surrounding landscape and chart the rivers. Deep snow deterred him from the summit, but in 1810 he published the account of his expedition and literally put the mountain on the map. As a result, his name is forever attached to the peak.

The discovery of gold spurred the first permanent settlement in the region. In 1859, bold businessmen established Colorado City at the lower end of the Ute Pass trail, which led to mining camps in the central Rockies. Their rugged and wild supply camp sold goods and equipment to eager miners on their way west. Old Colorado City is still a distinctive community on the west side of Colorado Springs. It is an historic district with its own personality, quirky shops and unique restaurants. It survives as a living legacy of the region's frontier spirit.

Today's incorporated city of Colorado Springs sprang from the lively imagination of one man. General William Jackson Palmer, a Civil War hero and railroad magnate, established Colorado Springs in 1871. A planned community from its very beginnings, the city was without an industrial or manufacturing base but it prospered just the same. Palmer used the area's enticing scenery, nearby mineral springs, and other amenities to attract residents to resort. He laid out the broad streets, hauled in 10,000 trees to make the city green and lush, and built lavish buildings with a European sense of style.

Colorado Springs was no frontier boomtown. From the start it attracted wealthy residents and capitalists, as well as intellectuals, artists, writers and inventors. It served as a destination for tens of thousands of health seekers hoping that the community's abundant sunshine and fresh air would cure tuberculosis. After the 1891 discovery of gold in Cripple Creek, just to the west of Pikes Peak, even more wealth came to the Colorado Springs. For a time, the city had more millionaires per capita than any other place in the county.

Entrepreneurs and visionaries continue to add intricate layers to the economy. Colorado Springs is an art colony, college town, military installation, destination for the high-tech industry, and home to the U.S. Olympic Committee headquarters. Peel away those layers and you still find Palmer's healthful, attractive community with an extensive park system, trails galore, red sandstone spires, and that ever-present mountain.

The Pikes Peak region is a cultural and geographic confluence. It's where the mountains meet the plains, where the Southwest joins the heartland, where ancient cultures converge with 21st century society, and where the past informs the future. For some, it's stirring enough to inspire poetry.

Matt Mayberry is a historian and cultural services manager for the city of Colorado Springs. He oversees the operations of the Colorado Springs Museum and Rock Ledge Ranch Historic Site as well as the interpretive programs in Garden of the Gods and North Cheyenne Cañon.