



On behalf of our parent organization, the Michigan Air Guard Historical Association, and the volunteers at the Selfridge Military Air Museum, I want to thank you for your interest in becoming one of our valued volunteers.

A number of documents are attached:

1. A copy of our "Organization" Operating Instruction that will give you a brief history of how we began, our relationship with other organizations, and how we are organized.
2. A copy of our "Museum Volunteer Program" Operating Instruction that outlines how we manage this critical program.
3. A number of forms to complete and return to us in the preaddressed envelope provided.
  - a. A Volunteer Application and Registration Form designed to provide us with the information we need to blend your interests with our needs.
  - b. An Ethics and Standards Agreement Form to acquaint you with the standards we expect from our valued volunteers.
  - c. A Community Service Time Log if you are considering fulfilling a Community Service requirement.
  - d. A Parental Permission Form if you are a minor.
  - e. A Pre-Authorization Access Form to facilitate access for you and your spouse (if applicable) on to the Base. If you do not have a driver's license, information will be required for you and whoever will be bringing you to and from our Museum. This form will be used if necessary by Security to perform a mandatory background check and subsequent issuance of a Defense Biometric Identification System (DBIDS) access card. A valid driver's license, vehicle registration, and proof of vehicular insurance will be required to complete the DBIDS card issuance process.
4. Diagrams showing our Special Assistants and Functional Teams and brochures and information about our Museum.

Volunteer applications are reviewed by our functional Team Chiefs at regularly scheduled staff meetings to insure we can blend your interests and skills with our needs. Our next staff meetings are scheduled for 19 August, 21 October, and 16 December 2016. You will be advised of our decisions and provided with further information shortly thereafter.

I look forward to a long and productive relationship; our volunteers are what powers the Selfridge Military Air Museum and I'm confident that with your help we will continue to grow and prosper.

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