

# Volunteers

## PLEASE READ CAREFULLY

### Lubbock Lake Landmark Regional Research Program Information Guide June 2nd – August 18th, 2019

Research at the Lubbock Lake Landmark and regional locations primarily involves the disciplines of archaeology, paleontology, and geology. Participants are introduced to these disciplines both in field and lab work. Please keep in mind that this is a field program and not a field school. Volunteers are required to participate for a minimum six-week period (one complete session) but are welcome to stay for the whole season. Two arrival dates are possible: June 2nd and July 7th 2019. **Your joining the field crew is a commitment to stay for the entire 6-week session.** Target dates for completed applications are May 6th for the first session and June 17th for the second session.

Dr. Eileen Johnson directs the regional research work at the Landmark and other locations. At the Landmark, she is on-site on a daily basis to observe progress, discuss problems, give instructions and guidance, and generally oversee the excavations and camp logistics. She also visits the regional research locations on a frequent basis. Her responsibilities and duties, however, are split between the Museum, the Landmark, and the regional research. Volunteers are supervised directly by Dr. Stance Hurst (LLL Regional Field Manager). He is assisted by the assigned Crew Chief or Lab Assistant who are responsible for the day-to-day field or lab operations in their area or survey plot.

The work day is from 6:45 AM to 4:30 PM. In addition to excavation and lab work, all crew members are assigned cooking and kitchen duties and other camp chores. On days off, food supplies are provided and each crew member is responsible for cooking his/her own meals and cleaning up. Field funds are limited, so while we strive to provide a balanced and nutritious menu and accommodate vegetarian diets, certain items such as milk are provided at only one meal a day. Vegan diets cannot be accommodated at this time. Meals include breakfast, midmorning snack, lunch, mid-afternoon snack, and dinner. A crew refrigerator is available for non-supplied items.

At the Landmark, large wood-floored tents are the living quarters. Cots are provided and electricity is available in each tent. Each tent houses up to 6 people. The kitchen is in a building with electricity, hot and cold running water, refrigerators, stoves, prep area, and pantry. The eating area is a covered breezeway that has large sinks with running water for participants to use. Hot (most of the time) and cold running water is available in the showers. Indoor, flushing toilets also are available in the camp. Despite these amenities, the camp is a primitive one. Sanitation and health considerations are priority concerns under the sometimes crowded conditions. KP duties and daily cleaning

assignments are taken seriously and crew members are expected to act responsibly and accordingly. Summers are hot (95°-105°F) and most of the facilities are not airconditioned. The Quaternary Research Center is air-conditioned but security reasons and Museum policy do not allow it to be used after-hours for personal business.

The Post camp is a ranch outbuilding (2-room barn) that has electricity and is airconditioned. Bunk beds are set up in the back room. A kitchen and dining area are in the front room. The kitchen has a stove, refrigerator, freezer, and cupboards. The clean field lab is in another structure. Water is trucked in and a system set up for water to showers and a sink. Water has to be heated to wash dishes. Clean, maintained outhouses are available.

At Snyder, a refurbished three-bedroom farm home is services as the field camp. The 1-bath home is furnished, air-conditioned, and has hot and cold running water and laundry facilities (washing machine only). Crew members sleep on beds in the bedrooms. A separate building functions as the clean field lab.

All health and food safety rules of the Landmark and Texas Tech University apply to the kitchens and other facilities in the regional field camps. All other rules and policies of the Landmark, Museum, and Texas Tech University apply as well, such as no alcohol or illegal drugs anywhere on the various properties and no smoking in the buildings or at the excavation area.

The Lubbock Lake Landmark has wireless internet service and normal cell phone reception. **Please be aware**, however, that the regional research locations are in rural, remote areas. Neither Post nor Snyder camps have internet service (wireless or otherwise). Cell phone reception is spotty at best. Field crew assignments are based on a number of factors and the Landmark crew (2<sup>nd</sup> session) can only accommodate 4 to 5 volunteer crew members.

Lubbock is a metropolitan area with over 250,000 people and is located on the plains of western Texas in the middle of primarily agricultural land. It services a very wide rural area (about a 200mile/320km diameter area). Most city services are very good but public transportation is limited. The Landmark is located about 2.5 miles (2.8km) from the Museum and Texas Tech University and is at the outskirts of the city. It is not serviced by public transportation. After hours transportation and transportation needs for personal reasons are the responsibility of the volunteer and not that of the Landmark. Travel to other major cities takes at least a day's drive. Lubbock is serviced by American Airlines through the Dallas/Ft. Worth International Airport, Southwest Airlines through Love Field in Dallas, and United Airlines through Houston International Airport. During the summer, the typical weather is hot (95°-105°F), dry, and dusty during the day, cooling off after midnight to sometimes quite chilly (40°- 45°F) in the early morning hours. Summer rains can cause flooding in the excavation areas, cooler, humid days, and cold, damp nights.

The following is a list of required equipment. These items can be purchased as a kit for \$55 US if you cannot locate the material before you come. Items in the kit purchased from the Lubbock Lake Landmark cannot be purchased separately nor borrowed for the summer. You must have these items before you can participate in the field work. If you are volunteering in the field lab, the excavation kit is not necessary. These materials cannot be borrowed from the Landmark but must be supplied by you. If you do not want to purchase a kit, these items can be found in Lubbock at various stores.

1. Mason's pointed trowel (e.g., Marshalltown or W.H.S. brand), 3-5" (maximum length); a square trowel of the same brand and size can be useful at times also. Please note that a gardening-type trowel is not acceptable!
2. K and E, Lufkin, or Stanley brand 3-meter retractable tape measure (only the metric system is used in the field program).
3. 2-4 black permanent ink pens.
4. 4-6 #2.5 (or HB) black lead pencils with erasers.
5. Clipboard.
6. 30cm ruler (12" ruler also marked in cm acceptable).
7. 3-5 paint brushes of varying sizes.
8. Assorted small wooden and/or bamboo tools and picks (metal picks are not used as they can damage the artifacts, particularly bone).

The following are some personal items you need to bring along:

1. Sleeping bag or blankets (nights can get down to 40° - 45°F)
2. Field clothes, including hat, jackets, jeans, work gloves, sturdy work shoes, and a poncho for rain
3. Towels and toiletries
4. Personal medication
5. Flashlight and batteries,
6. Electronic devices or radio, headphones, and batteries
7. Sunglasses, sun lotion, insect repellent
8. First Aid kit (general kit available at excavation areas and in camps)

**Upon provisional acceptance**, certain health requirements are necessary before a volunteer receives final confirmation of acceptance and is allowed to join the summer crew.

1. The volunteer must carry his/her own health and accident insurance for the duration of the field season;
2. The volunteer must have a current tetanus shot;
3. The volunteer must have a current physical medical exam using the Landmark's form.

**PROOF OF THESE MUST BE SENT TO DR. JOHNSON BEFORE ARRIVAL IN LUBBOCK OR YOU WILL NOT BE PERMITTED TO PARTICIPATE IN THE SUMMER**

**RESEARCH PROGRAM OR ALLOWED INTO CAMP AT THE LUBBOCK LAKE LANDMARK.**

Your mailing address while here will be:

Your Name Lubbock Lake Landmark Museum of Texas Tech University Box 43191  
Lubbock, Texas, 79409-3191, USA.

The Landmark Quaternary Research Center's telephone number is 806-742-1117 and it is answered in the summer from 7:00AM to 4:30PM Texas (Central) Time. The Interpretive Center's telephone number is 806-742-1116, and it is answered Monday through Saturday from 8:00AM to 5:00PM and Sunday 1-5 PM Central Time. If an **emergency** exists, people can call you at either of these numbers if you do not have a cell phone. Otherwise, personal calls should be restricted to after hours.

To reach Dr. Johnson between September and early May, use the telephone number for the Museum office, at 806-742-2442. It is answered 8:00AM to 5:00PM Central Time, Monday through Friday, and has an answering machine for call backs.

**Dr. Johnson's e-mail address is: [eileen.johnson@ttu.edu](mailto:eileen.johnson@ttu.edu) The Landmark's office e-mail address is: [lubbock.lake@ttu.edu](mailto:lubbock.lake@ttu.edu)**

## **Instructions for completing application**

1. Fill out Volunteer Application form and Statement of Understanding Form.
2. Provide two letters of recommendation from teachers, professors, or employers.
3. Provide a current photograph so we can recognize you upon arrival.

Once these forms and supporting material are reviewed and accepted, volunteers then are accepted provisionally into the Landmark's regional research program. After provisional acceptance, volunteers must provide the following:

1. The Landmark's medical history form filled out by a licensed physician;
2. Proof of a current tetanus vaccination;
3. Proof of adequate and appropriate health insurance during her/his stay at Lubbock Lake Landmark.

In completing the Volunteer Application and Statement of Understanding forms, they can be filled out electronically using Adobe Reader (a free download). These forms along with a current photo can be e-mailed to Dr. Eileen Johnson at: [eileen.johnson@ttu.edu](mailto:eileen.johnson@ttu.edu).

Recommendation letters, medical history form, and proof of tetanus vaccination and health insurance also may be digitally scanned and e-mailed to Dr. Eileen Johnson.

All application material also may be filled out by hand and faxed or mailed to Dr. Eileen Johnson at:

Dr. Eileen Johnson Director  
Lubbock Lake Landmark  
Museum of Texas Tech University  
Box 43191 Lubbock, Texas, 79409-3191, USA.  
Fax# 806-742-1136

# Statement of Understanding

I understand that the volunteer position for the Lubbock Lake Landmark research program is a professional, **unpaid** position at the Museum of Texas Tech University. The Museum subscribes to the International Council of Museums Code of Ethics that states "employment by a museum, whether publicly or privately supported, is a public trust involving great responsibility. In all activities museum employees must act with integrity and in accordance with the most stringent ethical principles as well as the highest standards of objectivity "(ICOM, 1986). In the spirit of the Code of Ethics, I have read, understood, and agree to abide by the following conditions:

1. that I conduct myself at all times in a professional manner both on site and in the field camps;

2. that any unprofessional, inappropriate, or disruptive conduct will not be tolerated. If any such misconduct occurs, an official warning will be given. A second occurrence will result in my dismissal from the position and in being served notice to vacate the field camp within 24 hours;

3. that a written reference of my performance will be forwarded to my university department or employer after the close of the summer field season.

**4. that I am committing myself to stay for the duration of a 6-week session or longer and will not leave before the end of the session** (except for extraordinary circumstance such as a family emergency).

5. that I complete a medical exam by a licensed physician and return the results of that exam prior to final acceptance in the research program.

6. that I have adequate and appropriate health insurance during my stay at the Lubbock Lake Landmark.

7. that all the information provided in my application is accurate and that if any of the information is found to be false, I can be terminated from the Lubbock Lake Landmark research program.

Signed: \_\_\_\_\_

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

Committed period: \_\_\_\_\_

**LUBBOCK LAKE LANDMARK  
VOLUNTEER CREW APPLICATION 2019**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle Initial

Place of Birth \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_  
(international applicants only)

**Contact Information:**

Email Address: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

University attending: \_\_\_\_\_ Major: \_\_\_\_\_  
Class/Year: \_\_\_\_\_ / \_\_\_\_\_

**Degrees, appropriate course work:**

\_\_\_\_\_  
\_\_\_\_\_

**Previous field and lab experience and special skills:**

\_\_\_\_\_  
\_\_\_\_\_

**Current address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permanent address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current occupation:** \_\_\_\_\_

**Current Employer Address and Phone Number:**

\_\_\_\_\_  
\_\_\_\_\_

**General health condition:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any special dietary requirements: (please note that vegan diets or other restrictive diets cannot be accommodated).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact person/phone number** \_\_\_\_\_

Crew preference (check one): Field Lab No preference \_\_\_\_\_

Committed Sessions (please check one or more):

Session 1 June 2nd-July 14th

Session 2 July 7th-August 18th

*(a minimum of 6-weeks or one full completed session is required of all volunteers)*

Any special consideration (explain below)

---

---

---

Do you need to purchase a field kit? (\$55.00 USD) Yes \_\_\_\_\_ No \_\_\_\_\_

**IN THE SPACE PROVIDED, PLEASE WRITE A PARAGRAPH EXPLAINING YOUR INTEREST IN VOLUNTEERING AT THE LUBBOCK LAKE LANDMARK REGIONAL RESEARCH PROGRAM.**