

# Volunteer Application Form



Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*The above information will be kept confidential*

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Day(s) and Time(s) Available: (Example: Sat. 10 am – 1 pm or / any time / every other \_\_\_\_\_)

Sunday: _____	Thursday: _____
Monday: _____	Friday: _____
Tuesday: _____	Saturday: _____
Wednesday: _____	Other: (Specify) _____

I prefer to volunteer:

Weekly  Monthly  At Home  As needed  Other (Please Define)

\_\_\_\_\_

**If applicable, please list any health problems or concerns (including food or other allergies):**

First Emergency Contact:	Relationship:
Work Place and Phone:	Home Phone:
Second Emergency Contact:	Relationship:
Work Place and Phone:	Home Phone:

**Please use the space below to give us some additional information about you. This information is of great interest to us!**

Why did you choose to volunteer for the Troy Nature Society?

How did you learn of our volunteer opportunities?

Friend  Newspaper  Flyer  Troy Nature Society Website  Other \_\_\_\_\_

Other Comments: \_\_\_\_\_

**Benefits to volunteering for the Troy Nature Society:**

- Contribute valuable expertise to one of the area’s greatest natural resources!
- Meet new people
- Gain personal growth
- Build your resume
- Learn more about our connection with the land and natural communities

**THANK YOU FOR YOUR SUPPORT OF OUR MISSION!**

Please ✓ your desired areas of volunteer service.

❖ **Publicity / Outreach Event Assistants**

- Distribute flyers and brochures to area businesses
- Staff informational booths at outreach events
- Develop or assist with community outreach activities/ideas

❖ **General Events**

- Assist with event planning / coordination
- Assist with event setup/cleanup
- Assist with event registration
- Assist with event refreshments / solicit donations
- Manage pickup and delivery of donated event items
- Coordinate or provide event / entertainment

❖ **Program Assistants**

- Assist naturalist with public programs
- Develop / design program activities
- Create / design teaching visual aids
- Assist with nature center tours when scheduled

❖ **Volunteer Management Assistance**

- Various volunteer management duties which may include:
  - Administrative tasks: filing, writing letters
  - Maintaining volunteer database

❖ **Management / Board Work Groups**

- Membership on Board of Directors
- Fund raising and/or special events committees
- Marketing Committee
- Curriculum Committee
- Education Committee

❖ **Facilities Upkeep**

- Major cleaning of mastodon dig and play area
- Major cleaning of library as required
- Major cleanup of windows & doors
- Odd job cleaning / dusting / vacuuming

❖ **Seasonal / Educational Displays**

- Assist in seasonal rotation of exhibit hall displays
- Assist in planning/developing additional educational displays for building

❖ **Wildlife Support / Observation / Monitoring**

- Refill bird feeders in observation area
- Clean birdfeeders on an occasional basis
- Monitor / maintain outdoor nesting boxes
- Maintenance & feeding of animals in tanks in Aqua Wall in building

❖ **Land Stewards**

- Assist in planning, conducting and monitoring invasive species removal
- Participate in land management activities, including habitat restoration
- Participate in on-site species inventory (plants, animals, birds)
- Participate in scheduled workday activities
- Perform routine trail inspection & maintenance
- Maintain gardens around building

❖ **Front Desk Reception / Office Assistant**

- Greet visitors & ascertain whether they are first-time visitors or if they need information about the Stage Nature Center, programs, events, etc.
- Answer phone calls and/or direct to correct person
- Assist with mailings, filing, some general office duty
- Assist with craft and materials preparation for programs
- Maintain stock of brochures & trail maps in building & outdoors
- Keep mastodon, play area and library in good order
- Run occasional errands and do odd jobs in the building
- Research answers to visitor questions, occasionally

❖ **Communications**

- Nature Photography
- Event Photography
- Event reporter
- Assist with media relations and press releases
- Develop materials to support fund-raising activities
- Facebook support assist

**Other Things You'd Like to Do – Or Think We Should Add To This List**

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**BACKGROUND CHECK AUTHORIZATION AND RELEASE FORM - Please sign!**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  FEMALE  MALE  
National Origin:  American Indian/Alaskan  Asian/Pacific Islander  
 Black  White

Name of TNS Representative: Hanna Doniger

I authorize the City of Troy to investigate my background as is determined necessary for the particular activity for which I am applying.

\_\_\_\_\_  
*Signature (Parent or guardian if under 18)*

\_\_\_\_\_  
*Date*

The above items are required to enable the City of Troy to conduct accurate background checks and will be used only for that purpose. The City of Troy fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people, without being subjected or exposed to harassment or discrimination of any kind, including age, national origin, sex, race, religious affiliation, color, heights, weight, physical disability or marital status.

I furthermore understand that I am volunteering solely for the purpose of helping the Troy Nature Society (TNS) achieve its mission and goals of educating the public about ecology and natural history. I understand that TNS does not engage volunteers for community service, including court workers.

I agree to abide by all the rules and regulations set forth by the TNS and the City of Troy as they relate to the position I am volunteering for and agree to return all equipment at the conclusion of the program. I herewith release and hold harmless the Troy Nature Society and the City of Troy from any and all claims by myself or my family or assignees, which may arise from performance of the duties, for which I am volunteering and while traveling to and from said duties. I understand that TNS and the City of Troy will indemnify me from any and all claims arising from the performance of the duties for which I am volunteering as long as I am following all the rules, regulations, and policies of the society, recreation department and City of Troy. I understand that TNS and the City of Troy has a zero tolerance alcohol policy, to which I agree to abide when volunteering, as well as abstaining from any alcohol consumption before my scheduled volunteer time.

I grant permission for my photo to be used in any promotional materials produced by the TNS including use in media releases and on the TNS website. I declare that the information provided on this application is true.

\_\_\_\_\_  
*Signature (Parent or guardian if under 18)*

\_\_\_\_\_  
*Date*

**Please complete entire application, including "Background Check Authorization and Release Form" and mail to:**

**Troy Nature Society, Attn: Volunteer Coordinator  
P.O. Box 99302 Troy, MI 48099**