

# 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: Sun 11 a.m.– 4 p.m. or / any time / every other _____)	
Sunday: _____ Monday: _____ Tuesday: _____ Wednesday: _____	Thursday: _____ Friday: _____ Saturday: _____ 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: \_\_\_\_\_

Please  your desired areas of volunteer service.



**Publicity / Outreach Assistants**

- Distribute flyers and brochures to area businesses etc.
- Coordinate participation in outreach events
- Staff informational booths at outreach events

**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 items
- Coordinate or provide event entertainment
- Assist with nature center tours and birthday parties

**Volunteer Naturalists / Education Interns**

- Assist naturalist with school and public programs
- Assist in planning family events
- Design program activities
- Create teaching visual aids
- Inventory / organize storage areas
- Teach a program (topic: \_\_\_\_\_)

**Volunteer Management Assistance**

Assist TNS Volunteer Coordinator with various volunteer management duties which may include:

- Recruit and manage volunteers for events and programs
- Administrative tasks; filing, writing letters
- Develop volunteer policy
- Maintain volunteer database
- Provide descriptions for each event
- Create work instruction for each task
- Conduct interviews for new volunteers
- Follow-up on volunteers background checks

**Management / Board Work Groups**

- Membership
- Fund raising and/or special events
- Grant writing
- Marketing
- Program Development

**Facilities Upkeep**

- Clean windows
- Clean mastodon dig and play area
- Clean library upholstery & carpet
- Dust / clean lobby display cases

**Visitor Experience & Education**

- Assist in plan/develop seasonal rotation of lobby displays
- Assist in plan/develop additional educational displays for building
- Assist in plan/develop outdoor interpretive materials/signage

**Wildlife Support / Observation / Monitoring**

- Fill birdfeeders on regular basis
- Clean birdfeeders on regular basis
- Maintain records of feed purchased/dispensed
- Maintain viewing area 'birds & wildlife observed' log
- Monitor / maintain nest boxes

**Land Stewards**

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

**Front Desk Reception / Office Assistant**

- Greet visitors
- Answer phone calls
- Assist with mailings, filing, etc...
- Assist with craft and materials preparation for programs
- Maintain stock of brochures & trail maps in building & outdoors
- Keep mastodon and play area in order
- Run occasional errands and do odd jobs
- Maintain indoor plants in nature center building
- Research answers to visitor questions

**Communications**

- Nature Photography
- Event Photography
- Event reporter
- Assist with media relations and press releases
- Develop materials to support fund-raising activities
- Assist with design / development of communications material
- Writing / editing / proof-reading
- Graphics / Design
- Web site design and support
- Facebook support Assist

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

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**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

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



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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  F  M

National Origin:  American Indian/Alaskan Native  Asian/Pacific Islander  
 Black  White

Name of TNS Representative: \_\_\_\_\_

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, of which I agree to abide by 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**