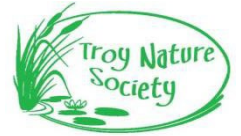


# Volunteer Application



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

Address \_\_\_\_\_

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

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

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

*Please print - The above information will be kept confidential*

NOTE: This application is for **ongoing volunteering**; you do not need this form for Invasive Pull Workdays

Day(s) and Time(s) Available: (Example: Sat. 10 am – 1 pm or / any time / every other \_\_\_\_\_)  
 Nature Center hours are Tues – Fri: 9am – 3 pm & Sat: 10 am – 4 pm; closed Sunday & Monday

Sunday: (closed except special events)	Thursday: _____
Monday: (closed except special events)	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):**

1 <sup>st</sup> . Emergency Contact:	Phone:	Relationship:
2 <sup>nd</sup> . Emergency Contact	Phone:	Relationship:

What skills or background can you contribute? \_\_\_\_\_

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

How did you learn of our volunteer opportunities?

Friend  Newspaper  Flyer  Stage Nature Center Website  Other \_\_\_\_\_

School/ Group/ Organization name: \_\_\_\_\_

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

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

- Contribute your expertise to a great local natural resource!
- Meet new people | Gain personal growth | Build your resume
- Learn about our connection with nature

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

Please ✓ your desired areas of volunteer service.

- Front Desk Reception / Office Assistant**
  - Weekday mornings: 9 am – 12 noon
  - Weekday afternoons: 12 noon – 3:15 pm
  - Saturdays and Summer: morning or afternoon
  - Greet visitors & ascertain if they are first-time visitors or if they need information about the Stage Nature Center, programs, events, etc.
  - Answer phone calls and direct to correct person
  - Mailings, filing, some general office duty
  - Craft & 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
  - Clean high-touch areas regularly
- Program Assistant**
  - Summer Camp Assistant
    - Setup/Check-in/Program Help/Cleanup
    - Assist naturalist with public programs
    - Crowd control on the trails during program
- Animal Care (requires interview and training)**
  - Aqua Wall – care for reptiles & amphibians
  - Owl Enclosure – clean and maintain enclosure
  - Rodent/Mammal – clean/sanitize enclosure
- Management / Committees**
  - Membership on Board of Directors
  - Fund raising and/or special events committees
  - Marketing Committee
  - Curriculum Committee
  - Education Committee
- Special Events**
  - Assist with event / fundraiser setup / cleanup
  - Assist with misc. event refreshments / solicit donations
  - Manage pickup and delivery of donated event items
  - Coordinate or provide event entertainment
  - Maple Syrup Program volunteer
  - Run for Nature Committee - event planning / coordination
  - Nature Uncorked Wine-Tasting Committee (21yrs+) – event planning / coordination

- ❖ **Wildlife Support / Observation / Monitoring**
  - Refill bird feeders in observation area
  - Clean birdfeeders on an occasional basis
  - Monitor / maintain outdoor nesting boxes
  - Citizen Science projects – includes training
- ❖ **Master Gardener & Trainees**
  - Native Garden workdays
  - Maintain gardens around building
  - Lead Invasive Pull Workdays – includes training
- ❖ **Marketing Committee**
  - Nature or Event Photography
  - Assist with media relations and press releases
  - Develop materials to support fund-raising activities
  - Social Media Marketing
  - Website Management & Optimization
  - Graphic Design for Marketing Materials
- ❖ **General Cleaning**
  - Odd job cleaning: dusting / vacuuming / sweeping
  - Dust and polish display cases
  - Cleaning of library as required
  - Major cleanup of windows & doors
  - Major cleaning of mastodon dig & play area
  - Launder children's dress-up costumes
- ❖ **Land Stewards**
  - Participate in scheduled invasive pull workdays
  - Participate in scheduled wood chipping workdays
  - Perform routine trail inspection & maintenance
  - Assist in leading invasive species removal
  - Participate in land management activities, including habitat restoration
- ❖ **Publicity / Outreach Event Assistants**
  - Distribute flyers and brochures to area businesses
  - Staff informational booths at outreach events
  - Develop or assist with community outreach
- ❖ **Volunteer Management Assistance**
  - Various volunteer management duties which may include:
    - Administrative tasks: filing, writing letters
    - Maintaining volunteer database

Other things you'd like to do – or think we should add:

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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: Louise Glazier

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

**X** \_\_\_\_\_  
*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.

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

**Please complete entire application, including 2 signatures:  
"Background Check Authorization and Release Form" and mail to:  
Troy Nature Society, Attn: Volunteer Coordinator  
P.O. Box 99302 Troy, MI 48099**