

J. N. "Ding" Darling National Wildlife Refuge

Volunteer Application

Name: Mr/Mrs/Ms (circle) _____

Today's Date: _____

Local Address: _____
(Street or P.O. Box)

(City) (State) (Zip Code)

Months Available: _____

Day(s) of Week Available (circle)

Su M Tu W Th F Sa

Local Telephone: (_____) _____

Preferred Time of Day: AM PM

Email Address: _____

Summer Address: _____
(Street or P.O. Box)

(City) (State) (Zip Code)

Age: _____

Summer Telephone: (_____) _____

Cellular Phone _____

Volunteer Positions

Check the positions that interest you.

- | | | |
|---|---|---|
| <input type="checkbox"/> Visitor Center Desk | <input type="checkbox"/> Litter Patrol | <input type="checkbox"/> Biological Support |
| <input type="checkbox"/> Roving Interpreter | <input type="checkbox"/> Photographer | <input type="checkbox"/> Answer Telephone |
| <input type="checkbox"/> Program Interpreter | <input type="checkbox"/> Maintenance Asst. | <input type="checkbox"/> Tour Guide |
| <input type="checkbox"/> School Program Assistant | <input type="checkbox"/> Clerical Assistant | <input type="checkbox"/> Other _____ |

Skills/Background

Check any below that are applicable:

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Dealing With People | <input type="checkbox"/> Photography | <input type="checkbox"/> Video |
| <input type="checkbox"/> Sales/Cash Register | <input type="checkbox"/> Telephone Info | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Web Site Design | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Carpentry | |
| <input type="checkbox"/> Speaking to Groups | <input type="checkbox"/> Tractor Operator | |
| <input type="checkbox"/> Teaching/Education | <input type="checkbox"/> General Building Maintenance | |

Bird Identification Beginner, Intermediate, Advanced

Other (please specify) _____

1. What position(s) have you held both professionally and as a volunteer?

<u>Position</u>	<u>Organization</u>	<u>Years of Service</u>
•		
•		
•		
•		
•		

Return this application to:

Refuge Volunteer Coordinator
J. N. "Ding" Darling National Wildlife Refuge
One Wildlife Drive
Sanibel, FL 33957
(239) 472-1100, Ext. 222

J. N. "Ding" Darling National Wildlife Refuge

Volunteer Service Agreement Between the Department of the Interior, U. S. Fish and Wildlife Service, and

(Name of Individual, Group, or Educational Institution)

Local Address: _____

Telephone: (_____) _____

Responsibilities

The volunteer and the Service will cooperate in the completion of projects at the location, within the time frame, and in accordance with the criteria specified below and the following **Volunteer Job Description**. Volunteer conduct will be governed by the Department of the Interior regulation governing responsibilities and conduct. The Service will provide appropriate supervision, training, and equipment to the volunteer for completion of work duties.

Service Unit and Location: J. N. "Ding" Darling National Wildlife Refuge, Sanibel, Florida

Supervisor: Volunteer Coordinator/Interpretive Specialist

Dates of Volunteer Service: From _____ To _____

Specific Training: Attendance at Orientation Sessions, Training Meetings, and other training as specified by the duties performed.

Personal Equipment Required: Personal automobile.

Reimbursable Expenses: Causeway transponder and bridge tolls reimbursed at 50 cents per round trip by the "Ding" Darling Wildlife Society. The volunteer will be required to supply his or her own transportation while performing assigned volunteer services. The Government does not supply housing.

Special Provisions

Tort Claims: For the purposes of the tort claim provisions in Title 28 of the U. S. Code, volunteers covered by this Agreement are considered to be Federal employees.

Injury Compensation: For the purposes of Subchapter I of Chapter 81 of Title 5 of the U. S. Code, volunteers covered by this Agreement are considered to be employees of the United States in terms of eligibility for compensation due to work-related injuries.

It is understood that volunteers are **not** considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other employee benefits.

Background Checks: All volunteers are subject to a criminal history check. If a volunteer will be driving a government vehicle, then he/she is subject to a driving history check and must complete an authorization form that will include a copy of a driver's license.

Approved

_____ **Date:** _____
(Individual Volunteer or Group Representative)

_____ **Date:** _____
(Refuge Volunteer Coordinator or Supervisor)

Termination

This Agreement may be terminated by mutual agreement or by either party provided at least five (5) working days' notice is given.

Date of Termination of Volunteer Service: _____

Health

Please identify any physical or medical condition (including allergies and medication[s] you are taking) which might affect your performance or which should be brought to the attention of the U. S. Fish and Wildlife Service to enable them to treat you in an emergency situation. (For example, are you a diabetic or epileptic? Are you allergic to insect bites, chemicals, poison ivy, other?) Disclosure of this information will not disqualify you from volunteer service.

Emergency Contact

Name of Person To Contact in Case of Emergency:

Relationship to You (e.g., Mother, Uncle, Friend):

Address:

Telephone: Home: (_____) _____ **Work:** (_____) _____
Cell: (_____) _____

J. N. "Ding" Darling National Wildlife Refuge

USFWS Volunteer Safety Rules

The purpose of these rules is not to restrict the rights of anyone, but to define and protect the rights of all and ensure the cooperation of everyone. Violation may be sufficient grounds for termination of the agreement between the U. S. Fish and Wildlife Service and the volunteer.

- No volunteer will be permitted to work under the influence of intoxicants or narcotics.
- No volunteer will carry firearms, dangerous weapons, fireworks, or intoxicants of any nature on Federal property.
- No volunteer is to operate any defective equipment. If you suspect defective equipment, report it to the Refuge Volunteer Coordinator immediately.
- No volunteer is to remove any safety guards from equipment, nor use the equipment without its safety guards in place. Proper safety protection must be worn when operating equipment that requires protection.
- Horseplay and fighting are prohibited.
- Walk, do not run, except when an emergency situation requires speed.
- Tools will be transferred hand-to-hand from one person to another, or by suitable rope or cable. Tools will not be thrown or dropped to each other.
- No volunteer will operate Service vehicles without passing a driving test and without possessing a valid state driver's license. All volunteers will be subject to a driving history check.
- Volunteers under the age of 18 will not perform hazardous work projects. Adult volunteers will not perform hazardous duties unless safety instruction has been received and the volunteer is informed of proper measures to ensure safety.
- Volunteers must report all personal injuries immediately to the Refuge Volunteer Coordinator or Service Staff member supervising the project.
- Volunteers will comply with all other safety rules of the Refuge.

Volunteer Coordinator Signature

Date

Volunteer Signature

Date