



Audubon

Spring Creek Prairie  
Audubon Center

[springcreekprairie.audubon.org](http://springcreekprairie.audubon.org)



# VOLUNTEER APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Main phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Please check all of the following opportunities you are interested in helping with.

### Regular

- Front desk (*greeting visitors, answering phone, gift shop sales*)
- Education programs (*Discovery Leader, field trips*)
- Habitat management (*invasive plant control, limb removal, prescribed burns, landscaping, seed collecting*)
- Maintenance work (*building maintenance, trail maintenance, mowing/weed removal, carpentry, mechanical*)
- Community science (*bird surveys, monarch monitoring*)

### Occasional

- Computer help (*scanning, software installation, training for staff*)
- Yearly building clean up
- Special events (*set up, clean up, assistance with activities, greeting*)
- Public programs on weekends and evenings (*preparation, implementation*)

**Please write down other tasks/projects you are interest in helping with:**

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

Days and times you are available (check all that apply)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

**Background Check:** Spring Creek Prairie Audubon Center & the National Audubon Society run background checks on volunteers. By signing this form, you acknowledge this is a standard procedure and that you are willing to provide the necessary information and grant a release to perform the background check.

Signature: \_\_\_\_\_

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

### **Code of Conduct and Volunteer Agreement**

As a volunteer at Spring Creek Prairie Audubon Center, your personal conduct is vital to creating a fun, friendly, equitable, and educational experience for all who visit and work here. To facilitate this atmosphere, this Code of Conduct and Volunteer Agreement has been established. The code is a set of policies that allow for diversity while establishing clear, acceptable guidelines for conducting yourself while on duty and participating in activities.

Also, as part of the National Audubon Society, our volunteers as well as our staff are expected to understand, agree to, and follow our Equity, Diversity, and Inclusion mission. Please read the following and initial your agreement at the end of the statement.

*“Just as biodiversity strengthens natural systems, the diversity of human experience strengthens our conservation efforts for the benefit of nature and all human beings. Audubon staff and volunteers must represent and reflect that human diversity, embracing it in all the communities where we work, in order to achieve our conservation goals. As an Audubon volunteer, you are dedicated to fostering an inclusive, communal environment that prioritizes fairness and respect and brings us together as a caring community of people who are inspired by birds and want to protect them. We respect the individuality of each member of our community, and are committed to an environment free of any kind of discrimination based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, or veteran status.”*

\_\_\_\_\_ (initials)

Volunteers agree to:

- Authorize an independent, confidential criminal background check (if over 18)
- Follow all guidelines, policies, and procedures
- Appear clean, neat, and appropriately attired
- Treat others with respect, patience, courtesy, and tact
- Be professional, positive, approachable, helpful, and courteous
- Be flexible, cooperative, and supportive of all volunteers and staff members
- Be well informed and knowledgeable when presenting information to visitors
- Be prompt and reliable in reporting for scheduled volunteer shifts
- Call the Volunteer Coordinator if not able to report for duty as scheduled
- Respect the principle of confidentiality
- Record hours volunteered in the designated manner
- Comply with all policies outlined in “General Conduct for the Protection of Young People”
- Immediately report any observations of inappropriate behaviors or possible policy violations to Volunteer Coordinator
- Understand that irregular attendance, poor performance, or failure to cooperate with staff and policies may be interpreted as a desire to resign
- Accept that Spring Creek Prairie Audubon Center has the right to revoke volunteer privileges

Volunteers shall not:

- Deliberately or neglectfully waste, damage or steal personal, guest, or Spring Creek Prairie property
- Use profanity, inappropriate jokes, nor any kind of harassment
- Smoke while volunteering (Spring Creek Prairie is a no smoking property)

Volunteer Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

**RELEASE OF LIABILITY by an Adult Participant  
(and Permission for Use of Image and Artwork)**

Program: All Spring Creek Prairie Volunteer work projects and activities Date:

In consideration of my participation in the National Audubon Society, Inc. (“Audubon”) program identified above (“Program”), I state and agree as follows:

**Liability (Injury):** I agree to follow the instruction of the Program Leader(s). I understand that the Program may require sustained strenuous physical activity and there are possible dangers due to traveling over uneven terrain, tool use, bending and lifting. I will be instructed in and seek to understand the use of equipment I am to use. I am in good health and am aware of no physical problem or condition that will limit or interfere with my ability to participate in the Program.

I agree that I am participating in the Program at my own risk, and acknowledge that Audubon has made no warranty or representation, expressed or implied, regarding the safety of conducting the Program.

**Liability (COVID):** Audubon’s primary concern is the health and safety of staff, volunteers, and visitors to our offices, centers and sanctuaries. At our properties, Audubon is providing hand wash soap, hand sanitizer, [and tissues] for your use, and has increased its cleaning of frequently touched surfaces such as doorknobs and interactive exhibits. We ask anyone who is feeling unwell or who has had contact with someone diagnosed with COVID-19 to stay at home until the risk for infection has passed. However, no public activity can be 100 percent safe. By participating in the Program, you accept the risk that you may come into contact with pathogens, including the COVID-19 virus. Older adults and people of any age with severe underlying medical conditions may be at higher risk for developing serious complications from COVID-19. If you are in an elevated risk category, please consider volunteering at a later date when it is safer to do so.

**Image Use:** I agree and understand that recordings, which may include my image, appearance, voice, name and/or biographical material (“My Likeness”) may be made and/or produced at the Program. I hereby give Audubon permission to use, reproduce, duplicate, broadcast and distribute My Likeness, in any and all media, including but not limited to the Internet, whether now known or hereafter devised, in perpetuity. I agree that I have no claim for compensation, that My Likeness may be used in commercial or advertising materials, that My Likeness may be edited at Audubon’s sole discretion, and that I waive any right to inspect or approve the finished version.

**Artwork Use:** I agree that Audubon may use, reproduce, display, make derivative works and distribute any materials I create while participating in the Program (“Artwork”), or any parts thereof, in any and all media, including on the Audubon website and in Audubon magazine, and permit Audubon to use the Artwork in connection with fundraising appeals. Audubon’s license to use the Artwork shall be perpetual, royalty-free and non-exclusive.

**I expressly release and hold harmless Audubon and its officers, directors, employees, agents, licensees, successors and assigns from and for any and all claims, demands, actions and causes of action whatsoever for (i) libel, defamation, invasion of privacy or right of publicity arising from Audubon’s use or alteration of My Likeness (or any part thereof); or (ii) any loss, damage or injury to person or to property suffered or incurred by me in connection with the Program or any aspect of it, including, but not limited to, any transportation arranged by, paid for or provided by Audubon.**

This release shall be binding upon me and my heirs, next of kin, executors, administrators and assigns. By signing below, I acknowledge that I have thoroughly read and understand this form and that the statements I have made are all true.

_____ Participant’s Name (sign)	_____ Participant’s Name (print)	_____ Date
_____ Emergency Contact Name	_____ Emergency Contact Phone Number	