



Volunteer Application and Disclaimer

“To lead and support education and preservation efforts in our region to achieve a heightened awareness, understanding, enjoyment, and caring for our natural environment.”

Tanglewood Nature Center and Museum

443 Coleman Ave. Elmira, NY 14903

Phone: (607) 732-6060 Fax: (607) 732-6210 Website: www.tanglewoodnaturecenter.com

Please return completed applications to Maggie Groce, Volunteer Coordinator, via mail or email:

volunteer.tanglewood@gmail.com

Today's date: _____

Contact information:

Legal Name: _____ Preferred Name or nickname: _____

Date of birth (month/day/year) _____

Street address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

(We use email as our primary means of contact, so please use an email address that you check regularly!)

Emergency information:

Health limitations/allergies: _____

Emergency contact name: _____ Phone number: _____

Name of parent/guardian if a minor: _____

Signature of parent/guardian if a minor: _____

References:

Name: _____ Phone: _____

Relationship to you/how you know them: _____

Name: _____ Phone: _____

Relationship to you/how you know them: _____

Volunteer Waivers: training, photos, injury, etc.

I, _____, understand that if I am accepted as a volunteer for Tanglewood Nature Center and Museum, I will follow to the best of my abilities the guidelines set forth by the volunteer coordinator. I will follow my training and ask questions when I am uncertain of what to do.

I agree to the use by Tanglewood Nature Center of my image and/or voice in photos and/or videos taken while volunteering for Tanglewood. These photos and videos may be used by Tanglewood or by program partners. I waive any claims to compensation for use of the photos and videos.

I understand that should I be injured, become ill, or otherwise require medical treatment in the course of acting as a volunteer for Tanglewood that I waive any claim against Tanglewood Nature Center and Museum, Tanglewood staff, and Tanglewood’s Board of Directors that would be attributed to such circumstances.

By signing below, I acknowledge that I have read, understand, and agree to the above statements.

Printed name: _____

Signature: _____

Supervisor Signature: _____

Date: _____

Areas of interest (check as many as you are interested in!)

- Education (teaching or assisting with field trips)
- Trail, lawn, and meadow mowing
- Trail stewardship (markers, removing fallen trees, improving drainage)
- Representing Tanglewood at off-site community events
- Animal care (feeding, watering, cleaning)
- Office assistance (mailings, gift shop, thank you notes, etc)
- Saturday front desk/greeter
- Membership (recruiting new members, corporate members)
- Facilities and Trails committee (oversees maintenance and repairs for both buildings, 250+ acres of land and trails, etc)

Are there any other projects or volunteer service ideas you are interested in?

Any previous experience or education relevant to your volunteering here?

Dates and times of availability:

Date available to start: _____ Available long term? Yes / No

If no, what date will you stop? _____ *For example - if you go back to school in late August – that helps us assess what opportunities are a good fit for you and for us!*

Hours available: (ex. 9am-12pm)

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Many of our volunteer opportunities are limited to our regular open hours, which are 9-4 Tuesday through Friday, and 10-4 on Saturdays.

NEXT STEPS/WHAT TO EXPECT AFTER YOU SUBMIT THIS APPLICATION!

1. The volunteer coordinator will run a Sex Offender Registry check. It can take up to 5 business days for me to receive a reply.
2. The volunteer coordinator will email you to arrange an interview to get to know more about your skills and the position you're interested in. Often, this can be combined with an orientation and you can go right away!

Please bear in mind that the volunteer coordinator is a part-time position, combined with other responsibilities and duties. **So it may take up to an additional week for me to reach out after I get the SOR check back. Please be patient!** If you don't receive any contact after two weeks, please feel welcome and encouraged to send a quick email to me checking in about application status. My goal is to move more quickly than that but sometimes teaching and other deadlines come first!

Personal Car Use Agreement

As a volunteer for Tanglewood Nature Center, I understand that my safety and the safety of others is paramount. I understand that driving as a volunteer is a privilege, not a right, and therefore, I agree to:

- Provide evidence of my current status as a licensed driver
- Comply with all of Tanglewood’s policies and procedures and any directions provided by my supervisor
- Comply with all laws and regulations concerning driving, including laws pertaining to the use of seat belts, child safety seats, cell phone use, and speed limits
- Promptly notify my supervisor of any physical conditions, vehicle defects, or road conditions that might affect my safety or the safety of those I am driving
- Notify my supervisor of any traffic citations I receive—even if given while driving on my personal time
- And, if involved in an accident, I agree to complete an Accident Report provided by Tanglewood and to cooperate with the police, my supervisor, and Tanglewood’s insurer, its insurance adjusters and attorneys.
- I pledge that if I drive my own vehicle on behalf of Tanglewood, I will maintain adequate personal auto insurance. I also understand that as a volunteer driver, my personal auto insurance will be activated for any accidents or incidents that involve my vehicle, including those that occur while I am serving as a volunteer driver for Tanglewood.

Signature _____

Date _____

Permission for Tanglewood Nature Center to review my Motor Vehicle Report.

I understand that driving my own vehicle is required for this position. Furthermore, I acknowledge that having and maintaining a satisfactory driving record is a condition of employment and will remain one. Therefore, I agree to allow Tanglewood Nature Center to check my driving record, both when screening me as a volunteer and periodically thereafter. I understand the company will use this information for volunteering purposes and will not furnish the information to third parties without my prior written consent. Furthermore, I agree to release Tanglewood Nature Center and its employees and agents from any liability for damage which may result from furnishing the requested information.”

Printed full legal name: _____

Driver’s license number: _____

Driver’s license state: _____ Driver’s license expiration date: ____ / ____ / _____

Signature _____

Date _____