



VOLUNTEER/NON-ANIMAL CARE APPLICATION

Mail to: 10525 Clapp Simms Duda Rd. Orlando FL 32832 Email: info@btnwildlife.org

Last Name: _____

First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone: _____

Date of Birth: _____ Email: _____

Employer: _____

Work Phone: _____

In Case of Emergency, Notify: _____

Phone: _____

Health/Medical Insurance Provider: _____

Reason for Seeking to Volunteer: _____

Prior Work Experience and/or Qualifications: _____

Prior Volunteer Work: _____

Existing Medical Conditions (e.g. Asthma, Allergies, Hepatitis, etc.) of which Back to Nature should be aware: Yes No

If Yes, please list: _____

***What else would you like us to know about you?** _____

Volunteers must be 18 or older. Volunteer must purchase a BTN shirt to wear on scheduled workdays. WE DO OFFER EVENT ASSISTANCE OPPORTUNITIES FOR COMMUNITY SERVICE HOURS FOR TEENAGERS. PLEASE MARK THAT BOX BELOW AND YOU WILL BE CONTACTED WITH ADDITIONAL INFORMATION.

I am a teenager and interested in community service hours with Back to Nature. Please contact me.

The following is required for a background check:

Driver's License Number: _____

Issuing State: _____

Have you ever been convicted of a felony or misdemeanor criminal offense? Yes No

If yes, please provide offense/year: _____

I, the undersigned, agree to read the volunteer training manual, which is available in the refuge office, and I will not begin volunteering until I have read and understood this manual in its entirety. I understand that wildlife can carry certain diseases which can be transmitted to humans. I hereby release, acquit and forever discharge Back to Nature Wildlife Refuge, its officers, volunteers, employees, agents, affiliates and representatives from any claims, courses of action, demands, rights, damages, costs, expenses, and compensation for, upon or by reason of any matter, cause or thing whatsoever, from the beginning of the world to the day of these presents, including, but not limited to any and all claims arising out of the performance of my duties, regardless of negligence. I further understand that it is my responsibility to keep my necessary inoculations updated. I will inform my physician that I work with wildlife, so my medical records will reflect this information.

Signature _____

Date _____

Description of Volunteer Activities

Mark with "X" if interested

	Position	Description
	Farmer's Market	Assist with weekly Saturday market from 8am-2pm <ul style="list-style-type: none"> • Collect vendor fees • Set up tent and table with BTN information • Greet Visitors • Pick up and return items to BTN • Assist with database and vendor management • Assist with marketing the Farmer's Market
	Compound Maintenance (Operations Dept.- Safety Committee)	Maintaining and improving the refuge's aesthetic appeal for our visitors. <ul style="list-style-type: none"> • Landscape maintenance- mow, weed removal, hedge and tree trimming, trail clearing, etc. • Assist with structural maintenance, building of new enclosures, sit on hurricane and safety committee • Plumbing, electrical, and building repairs
	Visitor Center office staffing Intake/Gift Shop (Administrative Dept.)	Assist Office Manager with any duties that may be assigned. <ul style="list-style-type: none"> • File Paperwork/Update Files • Greet Visitors/Handle Cash Register/Sell Gift Shop Items • Assist in managing gift shop inventory • Intake of wildlife via Animal Services and Private Citizens • Upkeep and cleaning of Gift Shop and Visitor Center
	Tour Guide (Educational Dept.)	The tours last approximately 1-1.5 hours depending upon the age and size of the group. Tour guides need to be articulated, charismatic and comfortable speaking to groups of people, as group's average 10-150 people. <ul style="list-style-type: none"> • Learn the information of all the permanent animals at the refuge, the history of BTN, our mission and our daily operations • Must be available as tours are booked • Wildlife Walk tours take place year round and are outdoor only
	Community Off-site Educational Events (Educational Dept.)	These events are to educate the public about the refuge and our mission statement (who we are and what we do) and to promote our marketing programs. These are events that may be for a few hours or a full day, sometimes requiring multiple days in a row. Must travel to the designated locations where event is taking place. <ul style="list-style-type: none"> • Must have a flexible schedule, mainly on weekends • Must be able to educate to multiple age groups • Must be able to project voice and maintain attention of large groups and children
	Event Planning (Revenue Committee)	We have an in-house Revenue Committee that holds meetings where we plan our fundraising. At the meetings, we assign tasks to everyone and discuss marketing and events. We have regular meetings the second TUESDAY of each month onsite at 6pm. The refuge hosts 8 events per year. <ul style="list-style-type: none"> • Planning of event calendar • Lead or Assist with planning of each event • Work the events • Send thank you letters • Solicit Sponsors/auction and raffle items/appropriate vendors etc • Help market events • Attend planning meetings
	Marketing Fundraising Grant Writing Public Relations Newsletter Writing (Revenue Committee)	We have an in-house Revenue Committee that holds meetings where we plan our fundraising. At the meetings, we assign tasks to everyone and discuss marketing and events. We have regular meetings the second TUESDAY of each month onsite at 6pm. <ul style="list-style-type: none"> • Duties as assigned by committee chair • Solicit donations of raffle prizes, seek out corporate sponsors, and wish list items, etc. • Research and write grants • Web design and maintenance-Word Press operating system, social media, online marketing • Newsletter Writing (assist with monthly newsletter) • Public Relations/Marketing (identify and assist with day to day marketing and event marketing, social media)