



Dear Prospective Volunteer:

Thank you for your interest in the Heard Natural Science Museum and Wildlife Sanctuary's Volunteer Program. Volunteering at the Heard is a fun and unique way to give back to your community, meet new people and learn more about the natural world around you. Volunteers at the Heard Natural Science Museum make a difference by enhancing the programs and activities all of our visitors' experience.

Here's how you can get started:

1. Complete the enclosed volunteer application, along with the background check authorization form.
2. Mail or drop off your completed forms along with \$7.50, cash or check to:

Heard Natural Science Museum and Wildlife Sanctuary
One Nature Place
McKinney, TX 75069
Attn: Volunteer Coordinator

3. We will then begin to process your paperwork. This could take several weeks.
4. After processing, we will contact you with information about our upcoming general orientations. At that time we will work together to determine the best place for you at the Heard. Please understand that some of our jobs do have a waiting list.

If you have any questions about the process, please feel free to contact me at bhalperin@heardmuseum.org . On behalf of the entire staff here at the Heard Natural Science Museum, we welcome you and look forward to working with you.

Beverly Halperin
Volunteer Coordinator
972-562-5566 x 271
bhalperin@heardmuseum.org

Volunteer Opportunities

Trail Guides: Trail Guides lead nature hikes on the wildlife sanctuary for schools, scout groups, individuals, and families. No experience is necessary, just an interest in learning more about nature. A total of 18 hours of training is provided at the Heard. Guides must be 18 years old and this position requires a one year commitment. Trail guides are needed Tuesday-Friday mornings and on weekends during museum hours.

Special Events and Projects: Special events and project needs are held throughout the year, requiring many volunteers. Volunteers are needed to plan, coordinate, supervise, decorate, and sell tickets, set-up/clean-up the event area and to provide general assistance. Upcoming events at the Heard include the Green Living Family Festival, Native Plant Sale, Halloween at The Heard, Holiday's at The Heard, event openings, annual teacher appreciation day. A complete schedule of events can be found at www.heardmuseum.org.

Nature Store and Front Desk: Volunteers are needed to assist with keeping the store clean and neat, inventory and displays. Museum Hosts are volunteers who greet our guests when they arrive at the museum. They provide information about the Heard and the wildlife sanctuary, answer questions, answer telephones, and provide support to the Nature Store staff. Days and hours can vary based on volunteer's availability.

Native Plant/Butterfly Garden: If you enjoy working outdoors and gardening, the Native Plant or Butterfly Garden is the perfect place for you. Gardeners of all experience levels are needed, so whether you are a novice or an expert, there is a place for you. The following is needed most: weed pulling, seed collecting and cleaning, planting, watering, pruning, mowing, and using weed-eater. Scheduled monthly work days. Other times/days flexible.

Ropes Course: If you prefer a more physically active role, then the Heard Ropes Course is for you. Challenging individuals, building teams and character, as well as connecting people to nature is what our mission is at the ropes course. You can become trained as a site specific volunteer facilitator and be a part of the newest addition to the Heard. No experience is necessary, but you must be able to be outside for up to 8 hours, and enjoy physically challenging activities. Must be 18 or older.

Outreach/Heard Speaker's Bureau: If they can't come to us, we can go to them! The outreach department is looking for enthusiastic volunteers who love to travel and teach. Our assignments vary from educating hundreds of passersby's at a Heard Booth to exciting and interactive animal presentations to schools throughout the Dallas/Ft. Worth Metroplex. No experience is needed, training will be provided as well as all the materials needed! Must be 18 or older.

Business Office/Marketing Dept: General office duties such as filing and copying are needed. This job could also entail making phone calls and delivering flyers.

Facilities and Construction: Volunteers are needed to work alongside our facilities staff to help maintain the interior and exterior of the museum as well as construct items for museum exhibits. Construction, building repair, cabinetry, plumbing skills all valued. The majority of the work is done during the weekdays. Occasional weekend needs.

Education Department / Natural Science Department:

Live Animal Caregiver: Have fun while learning about our native animal wildlife ambassadors! Animal caregivers assist staff in feeding, sanitation and health checks. Training requires a one year commitment. Persons under 18 years of age must be accompanied by a parent.

Live Animal Presenter: After serving as an animal caregiver, you can become eligible to become a Live Animal Presenter. You will use a variety of hands on items, including a live animal, to teach children about native wildlife and habitats. Must love snakes! You will be trained on proper animal handling techniques, live room procedures, presentation content and tips on building rapport with an audience.

Badge Workshops: Volunteers lead fun and interactive nature activities both in a classroom setting and outdoors on the sanctuary. Staff supervision, training and lesson plans will be provided. Previous scouting or teaching experience is helpful but not required. Workshop leaders must be at least 21 years old. Volunteers will be needed at least one Saturday each month for 2 hours. Workshops are offered September through May.

Trail Blazers –Train alongside our sanctuary staff to maintain our trails for safety issues, aesthetics, repairs, upgrades, signs and educational development.

Bird Banding – A volunteer to the station needs to commit to one or two mornings a week during banding season. Progression of experiences and responsibilities will be under supervision. The migratory bird banding station is open from early March through May, and then re-opened in late August through early December. Winter banding is conducted during January and February. The station is normally open one or two weekday mornings.

Museum Docent: Needed all open days, especially weekends. Docents will walk the exhibit, help answer questions, guide visitors to the signage/information provided, and provide an adult presence. Docent needs change based on current exhibit.

Observation Station Guide: This new feature is an interactive exhibit and educational tool primarily for those 16 years and younger. Students earn points for their passbooks through a series of quizzes and scavenger hunts. The Station is open on Saturday and Sunday.

General Volunteer Application

Date _____

Name: _____ Birthday: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Home/Cell Phone: _____

Work Phone: _____ How long have you been at this address? _____ Length of residence in TX _____

Email (required): _____

Emergency Contact & Phone Number: _____

Education

School: _____ Degree/Major: _____

Special Training: _____

Your Occupation: _____ Employer's Name: _____

Previous Volunteer Experience

	Place	Duties/Skills Acquired
1)	_____	_____
2)	_____	_____

How did you hear about the Heard Natural Science Museum?

Time you might be available for Volunteer Work

Days	Morning Hours	Afternoon Hours
_____	_____	_____
_____	_____	_____

References

	Name	Phone Number	Address	Time Known?
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____

Check any that interest you:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Gardening | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Computer entry | <input type="checkbox"/> Greeting the Public | <input type="checkbox"/> Researching |
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Outdoor Work | <input type="checkbox"/> Teaching |

Skills, Interests, Talents not previously listed _____

Volunteers are usually needed in the following areas, please check any area that you would enjoy working in:

- | | | |
|--|--|--|
| <input type="checkbox"/> Trail Guide | <input type="checkbox"/> Native Plant Garden | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Nature Store | <input type="checkbox"/> Ropes Course |
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Facilities | <input type="checkbox"/> Docent |
| <input type="checkbox"/> Natural Science/
Education Dept. | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Observation Station |



Volunteer Release and Indemnity Agreement

The undersigned releases and agrees to indemnify The Heard Natural Science Museum & Wildlife Sanctuary, Inc., its officers, directors, employees, agents and representatives, of and from any and all rights, claims, demands and causes of action whatsoever kind and nature.

The undersigned has read the above and agrees that in no event will The Heard Natural Science Museum & Wildlife Sanctuary, Inc. be held liable for any injuries, accidents, or losses suffered by myself while participating in volunteer service and they are hereby released there from.

This agreement may not be modified orally or in writing by any individual.

Volunteer Signature Date

Please Print Name

Parent/Guardian Signature if Volunteer is Under 18 Date

Parent/Guardian Please Print Name

Address

City State Zip

Telephone Number

E-mail



Background Verification Release Form

AGENCY INFORMATION

Date	Agency Name		
Contact Name			
Agency's Main Phone Number		Agency's Fax Number	

APPLICANT INFORMATION:

Applicant Full Name (Last, First, MI)			
Current Address			
City	State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number	State Issued
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		

I hereby authorize veriFYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Credit History including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge veriFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

Applicant's Signature

Date

Applicant's Printed Name

Parent/Guardian's Signature
(if under 18 years of age)