



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 for an interview as applicable jobs come available. 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](mailto: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](mailto: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, along with an additional fee of \$5 to cover the cost of training materials. Trail guides are needed Tuesday-Friday mornings and on weekends during museum hours.

## Special Events

Special events 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](http://www.heardmuseum.org).

## Nature Store

Volunteers are needed to assist with keeping the store clean and neat, inventory and displays. Days and hours can vary.

## Front Desk

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.

## Native Plant Garden

If you enjoy working outdoors and gardening, the Native Plant 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. Summer hours are Wed – Fri from 7:30 am to 1:00 pm. Fall hours are Wed – Fri 9:00 am to 5:00 pm.

## 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.

## Education Department / Natural Science Department

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.

Live Animal Presenter: As 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.

Texas Nature Trackers – Volunteer to lead program to gather data about various species found on our property to provide a better understanding about the trends and management needs of various species in the state.

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.

Living Lab Docent: The Living Lab is an exhibit designed to provide an overview of what museums do and how our museum connects to our most valuable asset, the Heard Wildlife Sanctuary. Docents need to be friendly and knowledgeable and will assist children in choosing a research question and finding the answer. Docents are needed in the Living Lab both on weekdays and weekends. After training, we ask volunteer docents to commit to a year's involvement at the Heard. During this time, each docent will work at least one scheduled shift per month.

Sanctuary: Assist with elimination of exotic plants, Helping with prescribed burns, Trail maintenance, Trail construction, Monitoring wildlife (such as helping to maintain nest boxes), Bird banding, Reintroducing native plants and animals to the sanctuary, Seed harvesting, Train to do tours of various parts of the sanctuary.



# General Volunteer Application

Date \_\_\_\_\_

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Email address: \_\_\_\_\_

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"/> Artistic work  | <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"/> Nature Store                        | <input type="checkbox"/> Native Plant Garden |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Natural Science/<br>Education Dept. | <input type="checkbox"/> Museum Docent       |



## Special Events 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 events and they are hereby released there from.

A signed form denotes that the signer gives The Heard Natural Science Museum & Wildlife Sanctuary, Inc. permission for reasonable and proper use of any photograph taken of participant.

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Applicants Signature

Date

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Please Print Name

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Address

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City

State

Zip

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Telephone Number



## 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
<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Race</b> <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)