



VOLUNTEER APPLICATION

Name: _____ Date: _____

Local Address: _____

City, Zip: _____ Home Phone: _____

E-mail: _____ Cell Phone: _____

Work Phone: _____ Birthday (*year not necessary*): _____

Are you a year-round or seasonal resident of Florida? year-round seasonal

If seasonal, what months are you available? _____

Seasonal Address: _____

City, State, Zip: _____

Do you have volunteer experience? _____

Where did you volunteer, for how long, and what were your responsibilities? _____

What interests you in volunteering with Florida Oceanographic? _____

EDUCATION, WORK EXPERIENCE, SKILLS AND INTEREST

Highest level of education: High School AA/AS BA/BS MA Other

Years of College: _____ Major(s): _____

Current/Former Occupation: _____

Hobbies, skills, interests: _____

EMERGENCY INFORMATION

Emergency Contact: _____ Relationship: _____

Home Phone: _____ Work/Cell Phone: _____

Physician's name: _____ Phone: _____

Do you have any physical and/or emotional conditions which may limit your ability to serve as a volunteer? yes no If yes, please explain: _____

BACKGROUND INFORMATION

Have you ever been convicted of, had adjudication withheld, or pled guilty or nolo contendere (no contest) to a criminal offense (misdemeanor or felony)? yes no

If yes, please explain: _____

In the future, background checks may become mandatory. Are you willing to comply with a request for a criminal background check? yes no

Thank you for your interest in becoming a volunteer with Florida Oceanographic Society. A one hour orientation is required for volunteers interested in working in our Education Department. Training will be provided to all volunteers and will be specific to your area of interest. The length of training will depend on your prior knowledge and ability to grasp the material. We request a minimum commitment of 6 months for all education and research opportunities.

PLEASE CHECK ONE OR MORE AREAS OF INTEREST

EDUCATION/EXHIBITS

Exhibit Guide** - work directly with children, adults and groups of visitors
In addition to being an Exhibit Guide, if interested, please choose from the following specialties:

- | | |
|---|---|
| <input type="checkbox"/> Game Fish Lagoon Presenter | <input type="checkbox"/> School Group Ray Program Presenter |
| <input type="checkbox"/> Ray Program Presenter | <input type="checkbox"/> School Group Trail Guide |
| <input type="checkbox"/> Trail Guide | <input type="checkbox"/> Group Guide - Adults |
| <input type="checkbox"/> School Group Guide | <input type="checkbox"/> Shift Supervisor |

EDUCATION/PROGRAMS

- | | |
|--|---|
| <input type="checkbox"/> Homeschool Programs | <input type="checkbox"/> Seining |
| <input type="checkbox"/> Sea Squirts Program | <input type="checkbox"/> Snorkeling |
| <input type="checkbox"/> School Outreach | <input type="checkbox"/> T.E.A.M. Ocean |
| <input type="checkbox"/> Kayaking | <input type="checkbox"/> Other _____ |

RESEARCH & SPECIAL PROJECTS

- | | |
|---|--|
| <input type="checkbox"/> Oyster Gardening | <input type="checkbox"/> Aquaculture |
| <input type="checkbox"/> Dive Team | <input type="checkbox"/> Monofilament Recovery & Recycling Program |
| <input type="checkbox"/> Water Testing (on site & off site) | <input type="checkbox"/> Beach, Spoil Island and Highway clean-ups |
| <input type="checkbox"/> Sea Grass Survey | <input type="checkbox"/> Other _____ |

OTHER

- | | |
|--|---|
| <input type="checkbox"/> Gift Shop Attendant | <input type="checkbox"/> Aquarium Maintenance |
| <input type="checkbox"/> Admissions Attendant | <input type="checkbox"/> Craftsman / Tradesman / Operations |
| <input type="checkbox"/> Office Assistant / Mailings | <input type="checkbox"/> Swashbuckler – annual fundraiser |
| <input type="checkbox"/> Native Plant Nursery / Butterfly Garden | <input type="checkbox"/> Community Events |

**Weekly 4 hour shift is required. Monday through Saturday, the morning shift is from 9:15 am - 1:15 pm and the afternoon shift is from 1:00 pm - 5:00 pm. The Sunday shift is from 11:30-4:00.

PLEASE CHECK THE TIME/TIMES YOU ARE AVAILABLE FOR EACH DAY

Monday <input type="checkbox"/> am <input type="checkbox"/> pm	Tuesday <input type="checkbox"/> am <input type="checkbox"/> pm	Wednesday <input type="checkbox"/> am <input type="checkbox"/> pm	Thursday <input type="checkbox"/> am <input type="checkbox"/> pm
Friday <input type="checkbox"/> am <input type="checkbox"/> pm	Saturday <input type="checkbox"/> am <input type="checkbox"/> pm	Sunday <input type="checkbox"/> 11:30-4:00	As Needed <input type="checkbox"/> am <input type="checkbox"/> pm

Are there any extended periods of time when you will be unavailable? yes no

If yes, when _____

PREFERENCES IN VOLUNTEERING

Prefer to spend most of my time: walking standing sitting no preference

Prefer to work: indoors outdoors no preference

Prefer to work with other people: children/youth adults no preference

VOLUNTEER REFERRAL METHOD

How did you first hear about the volunteer program at Florida Oceanographic?

- Current/Former volunteer (please print name)_____
- Media (please specify)_____
- Other (please specify)_____

STAFF/VOLUNTEER EXPECTATIONS

Expectations -

The FOS staff have certain expectations of all volunteers. We expect volunteers to:

- Be prompt and reliable in attendance and/or reporting.
- Conduct yourself in a positive, professional manner with co-workers and visitors.
- Notify the Volunteer Coordinator or Supervisor of any absence or planned vacation.
- Follow instructions and request clarification when in doubt.
- Understand that you are not in a position to speak for FOS, make statements that could be construed as FOS policy, or sign official correspondence.
- Volunteers are only permitted in the public areas of our facilities. Volunteers should not be in our life support area unless expressly directed to do so by a staff member.
- We do not offer information to the public regarding the removal of any animal and must use discretion with regards to any direct questions.
- Accept periodic performance evaluations by the FOS staff.
- Notify the Volunteer Coordinator of any changes in personal information (i.e. address, telephone numbers, change in emergency contact etc.)
- Should you choose to discontinue your service, please schedule an exit interview with the Volunteer Coordinator. Feedback is very important to us and we strive to make the volunteer experience an enjoyable one.

Volunteers can expect FOS staff to:

- Provide the proper basic training and ongoing in-service training.
- Review and periodically discuss with the volunteer their job performance.
- Provide the necessary tools and instruction to complete their volunteer assignments.

Rights -

It is the right of the volunteer to:

- Receive adequate training, direction, support and supervision.
- Expect worthwhile volunteer assignments.

It is the right of the Volunteer Coordinator and FOS staff to:

- Expect regular and dependable attendance.
- Relieve a volunteer of his or her duties for (a) excessive absences without prior notification (b) unsatisfactory attitude, work or appearance or (c) any other circumstances which, in the judgment of the department supervisor would make continued services as a volunteer contrary to the best interests of Florida Oceanographic Society.

I certify that the information contained in this application is complete and to the best of my knowledge. By signing below I understand that I am participating in a program which includes certain risks in outdoor activities. I voluntarily participate in this program and hold harmless the Florida Oceanographic Society from all responsibilities of personal injury. I hereby waive any and all claims against the Florida Oceanographic Society, it's directors and employees for any damage or injuries which I may incur during my participation in this program.

Signature: _____ Date: _____