



Dear Prospective Youth 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.

Our youth volunteer program is available for 10 – 15 year olds with an adult (parent/guardian) in attendance. Individuals 16 years of age and over do not require an adult in attendance.

Here's how you can get started:

1. Complete the enclosed volunteer application, along with the background check authorization form. (If you are a minor, please have your parents sign the enclosed permission form and complete the background check.)

*Parents/Guardians of 10 – 15 year old volunteers, please complete one background check and a General Volunteer application.
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. 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, 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.

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.



Youth Consent for Criminal Background History Check Authorization – Waiver – Indemnity

I hereby give my permission, in exchange for good and valuable consideration, for the Heard Natural Science Museum & Wildlife Sanctuary to obtain information relating to the criminal history record of my child, _____, through the volunteer centers of both Collin and Dallas Counties. The Criminal History Record, as received from the reporting agencies, may include juvenile offenses, arrest and conviction data, as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my child's eligibility for an employment/volunteer position with this organization. I also understand that, as long as my child remains an employee or volunteer here, the Criminal History Records check may be repeated at any time. I understand that I will have an opportunity to review the Criminal History Record as received by the Heard Natural Science Museum & Wildlife Sanctuary 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, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify and defend the Volunteer Centers of both Collin and Dallas counties, plus the Heard Natural Science Museum & Wildlife Sanctuary and each of its officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the Volunteer Center of both Collin and Dallas counties) and any and all related attorney fees, court costs, and other expenses resulting from the investigation of my child's background in connection with his/her application to become a volunteer/staff member.

Date

Parent/Guardian's Name

Applicant's Name

Parent/Guardian's Signature

Applicant's Signature

HR Use Only

Date Submitted: _____

M/F



Youth Volunteer Medical/Liability Release

This is my authorization for The Heard Natural Science Museum to obtain necessary medical and/or surgical treatment in the case of illness, accident, and/or emergency situation that may arise, and I and unable to be reached at the time of such emergency.

I further state that I will not hold The Heard Natural Science Museum liable for such medical and/or surgical treatment in such cases of illness, accident or any emergency situation.

Child's Name _____

Parent's Signature _____

Home Address _____

Phone Number (Home) _____ (Work) _____

Insurance Company _____

Policy Number _____

Family Physician _____

Physician's Phone Number _____

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 and 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 my child while participating in this volunteer program and they are hereby released there from.

A signed form denotes that the signer gives the Heard Museum permission for reasonable and proper use of any photograph taken of participant.

Signature of parent

Date



Youth Volunteer

Application

Date _____

Name: _____ Birthday: _____

Parent Name _____ Birthday _____

Home Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

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

Email address: _____

Emergency Contact & Phone Number: _____

Education

School: _____ Current grade: _____

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:

- Carpentry
- Gardening
- Photography
- Computer entry
- Greeting the Public
- Researching
- Artistic work
- Outdoor Work
- 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:

- Trail Guide
- Nature Store
- Native Plant Garden
- Special Events
- Natural Science/
- 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.

Applicants Signature Date

Please Print Name

Address

City State Zip

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
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)

