



**Volunteer Application**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Educational Background:** \_\_\_\_\_

**Relevant Experience:** \_\_\_\_\_

**Volunteer Opportunities (Please check all areas of interest)**

<input type="checkbox"/> Art and Exhibitions	<input type="checkbox"/> Grounds and Gardens	<input type="checkbox"/> Programs and Events	<input type="checkbox"/> Museum Docent
Work with curatorial team in archives & with the collection, catalog, organize, assist with exhibition installations.	Trail monitoring and maintenance, improvement and maintenance to native plant garden, bird walk guides, nest box monitoring (April – September).	Monthly events & programs, special events, youth programs, field trips – set up, clean up, registration, program assistance, supervision.	Knowledgeable guide who conducts visitors through a museum and delivers a remarks on RTP and the exhibitions. Training required.

**Do you have a specific volunteer interest?** \_\_\_\_\_

**Days and Times Available During Regular Business Hours:**

Monday (10am-4pm)	Tuesday (10am-4pm)	Wednesday (10am-4pm)	Thursday (10am-4pm)	Friday (10am-4pm)	Saturday (10am-4pm)	Sunday (1pm-5pm)

**Are you interested in volunteering for occasional after hours and/or off-site events? Yes/No**

Email to Tina Preston at: [jpreston@rtpi.org](mailto:jpreston@rtpi.org) For questions, please call Tina Preston, Administrative Assistant at 716-665-2373 ext:227

## VOLUNTEER EXPECTATIONS

During all periods of volunteer service to the Roger Tory Peterson Institute (RTPI), I agree to follow all RTPI policies and procedures, including all written and verbal instructions provided to me by my supervising staff person.

I will refrain from consuming alcohol or non-prescribed controlled substance during my RTPI volunteer shift. (Note: Volunteers under 18 may not volunteer for any event at which alcohol is served.) I will behave in a courteous and respectful manner when interacting with the public, museum staff members, and fellow volunteers.

If I must cancel or be late for my volunteer shift, I will contact the appropriate staff person before the start of my shift. I will check-in upon arrival and check-out before I leave with the supervising staff person. If there are any changes to my personal information (phone number, email address, home address, etc.), I will notify the supervising staff person.

I understand that I may come across confidential information, including but not limited to insurance information and donor information. I understand that I am obligated not to disclose, to the media or by social or other media, confidential information obtained in the course of my duties (e.g. information about employees, donors, lenders, security, administrative procedures, finances, and acquisitions). If contacted by the media for information about RTPI, I will refer such requests for information or comment to the Development and Communications Director.

I agree that I will abide by the following principles, which are excerpted from the RTPI Code of Ethics:

- abide by the letter and spirit of all applicable laws and regulations and act in such a manner that the full disclosure of all facts related to any activity will reflect favorably upon the RTPI;
- adhere to the highest ethical standards of conduct in all activities and act in a manner that enhances the RTPI's standing within the community;
- undertake only those activities that will withstand public scrutiny and not pursue any course of action that involves a violation of the law or of the ethical principles described in this agreement;
- promote an environment of mutual trust and respect in which individuals may question a practice without fear of adverse consequences;
- avoid conflicts of interest as well as any scenarios that may be perceived by others as conflicts of interest;
- not use my position at RTPI for personal gain for myself, my family, or my friends;
- adhere to the ethical principles and standards of the Society for Human Resources Management which include the following: the fair, consistent, and equitable treatment of all employees and volunteers without regard to race, color, gender, sexual orientation, religious or political affiliation; a trusting work environment which is free of harassment, intimidation, and unlawful discrimination and which fosters dignity and respect among the staff and board; the ethical and responsible acquisition and dissemination of information about employees, including adherence to all privacy laws.

By signing below, I acknowledge and agree that I have read the above expectations will abide by their terms. I understand that if I fail to uphold these expectations, I may be dismissed from my post and/or dismissed as an RTPI volunteer.

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Volunteer's Signature

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Date

WAIVER OF LIABILITY and HOLD HARMLESS AGREEMENT

1. Waiver of Liability. In consideration of my participation as a Roger Tory Peterson Institute volunteer (“Volunteer”), I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the Roger Tory Peterson Institute, its directors, officers, agents, servants, and/or employees (hereinafter referred to as “RTPI”) from any and all liability claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any personal property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RTPI, THE NEGLIGENCE OF ANY THIRD PARTY, or otherwise, while participating in the RTPI’s volunteers program, including related activities and events (“Events”), or while in, on, or upon the RTPI premises where said Events are being conducted.

2. Indemnification / Hold Harmless. I further herby AGREE TO INDEMNIFY AND HOLD HARMLESS RTPI from any claim, loss, liability, damage or costs, including court costs and attorney fees, that it may incur due to my participation in Events, WHETHER CAUSED BY THE NEGLIGENCE OF RTPI, THE NEGLIGENCE OF ANY THIRD PARTY, or otherwise.

3. Insurance. I understand that, except as otherwise agreed to by RTPI in writing, RTPI does not carry or maintain health, medical, or disability insurance coverage for any RTPI Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

4. Photographic Release. Volunteer does hereby grant and convey unto RTPI all right, title, and interest in any and all photographic images and video or audio recordings made by RTPI during the Volunteer’s activities with RTPI, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

5. Binding Effect. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE RTPI. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of New York.

6. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign in voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent (or that I am the parent or legal guardian of the undersigned Volunteer); and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Volunteer’s Signature: \_\_\_\_\_

Volunteer’s Printed Name: \_\_\_\_\_

Parent or Guardian Signature: (if volunteer is under 18): \_\_\_\_\_

Date: \_\_\_\_\_