



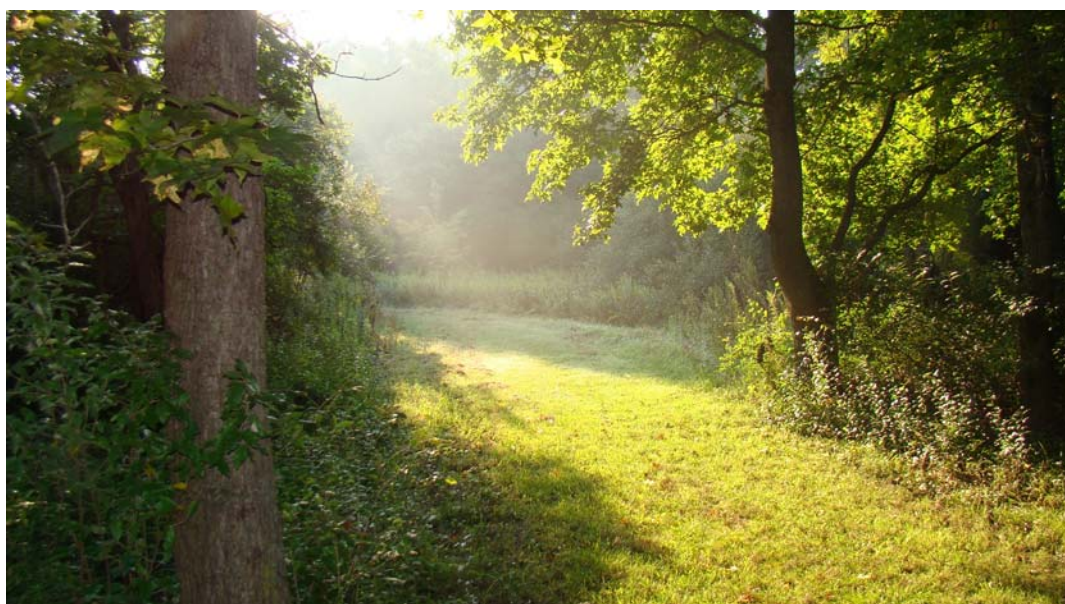
Museum & Education Department Volunteer Handbook

CONSERVATION
EDUCATION
RECREATION



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Welcome

Welcome to our Team!

Thank you for your interest in supporting the Champaign County Forest Preserve District Museum & Education Department. As a volunteer, you are part of a team of staff and volunteers who are working hard to connect people with their natural and cultural legacies, and educate them about the District's efforts to preserve and protect Champaign County's natural areas and cultural heritage. We value your time and energy and want to build a mutually beneficial relationship in which you, our valued volunteer, use your strengths, passions and dedication not only to benefit the Champaign County Forest Preserve District, but to positively enhance your own life.

This handbook was developed to help you become familiar with the Museum & Education Department and our volunteer needs. Every volunteer position is vital to helping us achieve our goals and our mission. Please take a few minutes to look over the job descriptions to see what fits your needs and interests. For your convenience, we have also developed a chart that identifies, at a glance, the training and requirements for each position. We look forward to working with you.

Champaign County Forest Preserve District Mission Statement

We are stewards of our county's natural and historic resources through conservation, education and the compatible outdoor recreation experiences we provide at Champaign County's Forest Preserves.

Overview of the Museum & Education Department

Our mission is to collect, preserve and interpret the natural and cultural history of Champaign County and East Central Illinois. Through diverse experiences, we seek to inspire our audiences with a sense of connection to, and stewardship of, their natural and cultural world.

We offer environmental, historical, and gardening programs, and work mainly out of three locations:

- Museum of the Grand Prairie at Lake of the Woods Forest Preserve (formerly Early American Museum)
- Homer Lake Interpretive Center at the Homer Lake Forest Preserve (formerly Environmental Education Center)
- The campground at Middle Fork River Forest Preserve.

CCFPD Museum & Education Department Staff

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Department Offices:

Museum of the Grand Prairie
Lake of the Woods Forest Preserve
(217) 586-2612

Homer Lake Interpretive Center
Homer Lake Forest Preserve
(217) 896-2455
enved@ccfpd.org

Campground Host Cabin (*summer only*)
Harry L. Swartz Campground
Middle Fork River Forest Preserve
(217) 595-5692

Becoming a Volunteer

Volunteer Application

In order for us to become better acquainted with your particular interests and skills, you will be asked to complete a volunteer application and interview. Once completed, applications and volunteer forms are kept on file at the District. (Application forms are included at the end of this handbook.)

Requirements of Volunteer Positions

The table below provides an overview of what is required before an individual is eligible to participate in specific volunteer positions. The requirements for volunteering with the CCFPD are subject to change. In most cases, if you have completed the requirements for one position, it is not necessary to do so again if you choose to fill an additional position.

Position	Application	Background Check	In-Person Interview	Volunteer Waiver and Release Form	Volunteer Emergency Form	Training
Youth Program Volunteer	X	X	X	X	X	X
School Marm/Master	X	X	X	X	X	X
Counselor in Training	X		X	X	X	X
Public Programs Volunteer	X	X		X	X	X
Special Events Volunteer	X	X		X	X	
Curatorial Volunteer	X		X	X	X	X
Library Volunteer	X		X	X	X	X
Program Photographer	X	X		X	X	
Volunteer Receptionist	X	X	X	X	X	X

Volunteer Hours and Attendance

Work schedules of volunteers vary depending on program and/or location of a project or volunteer. Volunteers work with the program supervisors to set a schedule that is mutually acceptable. Volunteers are expected to be prompt and on time in reporting for their assignment. If unforeseen circumstances will cause you to be late, please notify your program supervisor as early as possible. Likewise, for those times when you are ill and unable to volunteer, please call as early as possible.

Program	Requested Minimum Involvement
Youth Program Volunteer	Eight hours per month or one program per week during the busy seasons (Spring/Fall) and/or during the summer months (June/July) for our summer camps
School Marm/Master	Two days per month is ideal. The greatest need is mid-April through May, and October.
Counselor in Training	One day per week during camp (June/July)
Public Programs Volunteer	Two programs per year
Special Events Volunteer	Two programs per year
Curatorial Volunteer	One day per week is ideal.
Library Volunteer	One day per week is ideal.
Volunteer Receptionist	Two to six hours per day. A regular schedule is appreciated.

History

In 1948, just as World War II veterans were looking for wholesome entertainment for themselves and their young families, the Champaign County Forest Preserve District (CCFPD) opened its first park, Lake of the Woods, 260 acres around a small lake in Mahomet. The CCFPD, was established by referendum in 1935, but opening any facilities was delayed by the Depression and the War. Swimming, boating and fishing were immediately favorite activities at the new park.

Lake of the Woods, under director H.I. Gelvin, began to grow quickly. By 1950, work had started on the Robert Bruce Harris-designed golf course, with the first nine holes opening the next year. By 1953, all 18 holes of the golf course were open to the public.

Several landmark events occurred at Lake of the Woods in the 1960s: the Covered Bridge was constructed in 1965, the HI-Tower bell carillon was dedicated in 1966, and the Early American Museum opened its doors in 1968. More land was added to the park with the help of federal grants, and the Botanical Garden was opened in 1974.

In 1969 Homer Lake, southeast of St. Joseph, was leased to the CCFPD from the State of Illinois. The lease turned to ownership in 1993. It is hard to beat Homer Lake's 800 acres of natural beauty. In 1976, a visitor center was constructed there. Over the years the CCFPD has added three more preserves: Middle Fork (north of Penfield), River Bend (south in Mahomet), and Sangamon River (south of Fisher). Middle Fork has camping and one of the region's premier Waterfowl Management Areas. River Bend features the 9-11 Memorial Woodland and the Possibility Pier, a beautiful universally-accessible fishing pier. Opened in the summer of 2008, Sangamon River, our newest preserve, includes a historic 1919 farmhouse and a riverside trail that goes through a transitional oak savanna.

In 2011, two of the District's well-known attractions were renamed. The Early American Museum at Lake of the Woods is now the Museum of the Grand Prairie. Its satellite facility, the Homer Lake Environmental Education Center has become the Homer Lake Interpretive Center. Together they celebrate the dynamic story of the area's environment and its profound influence on the settlement of Champaign County.





Youth Program Volunteer Position Description

Purpose of Volunteer Service: To present basic concepts of cultural and natural history to school-age children using hands-on activities and interpretive techniques

Supervisors: Environmental Education Program Specialist, Naturalist/Garden Specialist, Historical Educator, Volunteer Coordinator

Typical Assignment: Assist staff with school/summer programs (Historical, Environmental and/or Plant Science), usually preschool through 5th grade. May include leading outdoor hikes, assisting with program activities, and guiding tours of the Museum of the Grand Prairie. Programs vary and include a set of interactive hands-on activities.

Qualifications/Skills:

- Enjoy working with children in group settings (ages may vary)
- Willingness to learn and share information, conduct activities, and communicate with students of different ages and backgrounds
- Flexibility and ability to adapt to change in weather, schedules, and interest levels
- Ability to work as a team with teachers, staff, and fellow volunteers
- Physical ability to walk trails and stairs, teach in indoor/outdoor locations, and supervise students for various lengths of time
- Ability to assume a leadership role
- For ages 18 and up

Requirements:

- Commit to a minimum of eight hours per month or one program per week during the busy seasons (Spring/Fall) and/or during the summer months (June/July) for our summer camps.
- Arrive ½ hour before program begins to discuss plans for the program and prepare materials.
- Notify staff promptly if unable to meet a scheduled commitment.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.
- Permission to run a background check is required from each volunteer who will work with children.

Training:

Volunteers will have the opportunity to observe programs given by the District staff before volunteering.

Purpose of Volunteer Service: Become a school teacher and teach classes as they were taught at the turn of the century in a one-room school house.

Supervisors: Historical Educator, Volunteer Coordinator

Typical Assignment: Teach in the first person as a school marm/master in our turn of the century one-room schoolhouse. Programs are 45 to 90 minutes and are typically for 2nd to 5th grade students.

Qualifications/Skills:

- Enjoy working with children in group settings (ages may vary)
- Willingness to learn and share information, conduct activities, and communicate with students of different ages and backgrounds
- Flexibility and ability to adapt to change in weather, schedules, and interest levels
- Ability to work as a team with teachers, staff, and fellow volunteers
- Ability to assume a leadership role

Requirements:

- Commit to a minimum of two days per month. The greatest need is mid-April through May, and October. Sessions are usually during the week from 9:00-1:30; you do not have to be available for all of them.
- Be willing to dress in period costumes.
- Prior work with youth is helpful (i.e. retired teacher, scout leader).
- Arrive ½ hour before program begins to discuss plans for the program and prepare materials.
- Notify staff promptly if unable to meet a scheduled commitment.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.
- Permission to run a background check is required from each volunteer who will work with children.

Training:

Hands-on training by our seasoned marms and masters, with written guidelines provided.

Counselor in Training Position Description

Purpose of Volunteer Service: To enrich children's experience of summer camp while helping them to develop and learn. At the same time, the program is designed to provide a nurturing early professional experience for the Counselors in Training.

Supervisors: Interpretive Naturalist, Environmental Education Program Specialist, Naturalist/Garden Specialist, Historical Educator, Volunteer Coordinator

Typical Assignment: Assist summer camp leaders with supervision of campers and with camp activities.

Qualifications/Skills:

- Enjoy working with children in group settings (ages may vary).
- Willing to learn and share information, conduct activities, and communicate with children of different ages and backgrounds
- Flexible with regard to changes in weather, schedules, and campers' interests
- Able to work as a team with staff, and fellow volunteers
- Physically able to walk trails and stairs, teach in indoor/outdoor locations, and supervise students for various lengths of time
- Able to assume a leadership role
- For ages 11 to 17

Requirements:

- Commit to a minimum of one day per week during camp (June-July).
- Arrive ½ hour before program begins to discuss plans for the program and prepare materials.
- Notify staff promptly if unable to meet a scheduled commitment.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or the volunteer position.

Training:

Volunteers are required to attend a two-and-a-half-hour CIT Orientation and Training Workshop that will cover child development, health and safety, and how to plan educational activities. Training opportunities during camp include morning briefings with staff.



Public Programs Volunteer Position Description

Purpose of Volunteer Service: To present basic concepts of natural and/or cultural history to the general public using hands-on activities and interpretive techniques

Supervisors: Historical Education Public Program Specialist, Environmental Education Public Program Specialist, Naturalist/Garden Specialist, Campground Naturalist, Volunteer Coordinator

Typical Assignment: Assist supervisors in a variety of projects necessary for the operation of educational programming.

Qualifications/Skills:

- Ability to assume a leadership role
- Ability to work as a team with supervisors, other staff, and fellow volunteers
- Willingness to learn and share information, conduct activities, and communicate with students of different ages and backgrounds
- Flexibility and ability to adapt to changing weather, schedules, and interest levels
- Physical ability to walk trails and stairs, work in outdoor/indoor locations, and supervise activities for various lengths of time
- Physical ability to conduct set-up and break-down for programs, including gathering and putting away materials
- Willingness to participate in our evaluation process

Requirements:

- Commit to a minimum of two programs per year.
- Sign in upon arrival, sign out before departure.
- Arrive 30 minutes prior to program start, unless otherwise arranged, to discuss plans for the program, prepare materials, and meet the group.
- Notify supervisors promptly if unable to meet a scheduled commitment and help find a substitute.
- Return materials after programs and notify staff of needed replacements.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.
- Permission to run a background check is required from each volunteer who will work with children.

Training:

Volunteers will have the opportunity to observe programs given by the District staff before volunteering.



Special Events Volunteer Position Description

Purpose of Volunteer Service: To assist staff in offering seasonal special events (natural and/or cultural-history themed) for the general public

Supervisors: Historical Education Public Program Specialist, Environmental Education Public Program Specialist, Naturalist/Garden Specialist, Volunteer Coordinator

Typical Assignment: Work at an assigned station during a special event, helping to set up, greet visitors, assist visitors with the activity, and clean up after the event is over.

Qualifications/Skills:

- Ability to communicate with the visiting public
- Ability to work as a team with supervisors, other staff, and fellow volunteers
- Interest in local cultural and natural history
- Enjoy working with people of all ages and backgrounds in group settings
- Physical ability to climb stairs, work in outdoor/indoor locations, and supervise activities for various lengths of time
- Physical ability to conduct set-up and break-down for programs, including gathering and putting away materials
- Willingness to participate in our evaluation process

Requirements:

- Commit to a minimum of two programs per year.
- Sign in upon arrival, sign out before departure.
- Arrive 30 minutes before the program begins, unless otherwise arranged, to discuss plans for the program and prepare materials.
- Notify supervisors promptly if you are unable to meet a scheduled commitment and help find a substitute.
- Assist with clean up after the event.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.
- Permission to run a background check is required from each volunteer who will work with children.

Training:

Volunteers are required to confer with their event supervisor(s) before volunteering (via phone, email, or in person).

Volunteer Receptionist Position Description

Purpose of Volunteer Service: Greet visitors at the Museum of the Grand Prairie and/or the Homer Lake Interpretive Center, provide friendly service and answer questions.

Supervisors: Assistant Director or staff on duty, Customer Service/Retail Associate, Volunteer Coordinator

Typical Assignment: Greet visitors and orient them to the building to enhance their visit. Tally visitors as they arrive and record zip codes. Answer the telephone and route calls to the appropriate staff members (or take messages as applicable). Volunteer may take light surveys to gather important information, and other tasks may be assigned depending on the interests and skills of the volunteer. At the Museum of the Grand Prairie, volunteer may also help with gift shop sales.

Qualifications/Skills:

- Excellent communication and interpersonal skills, enjoy interacting with people of all ages and backgrounds
- Ability to work with computers desired but not necessary
- Ability to follow guidelines
- Possess good problem-solving ability and good judgment in keeping with the missions of the District, and the Museum & Education Department

Requirements:

- Time commitment is typically 2-6 hours any day of the week as allowed by your schedule and the schedule of staff. Commitment to a regular schedule is appreciated.
- Sign in upon arrival, sign out before departing.
- Notify supervisors promptly if you are unable to meet a scheduled commitment.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.

Training:

Volunteers will be trained by staff in all relevant aspects of this position. This may include an orientation booklet and on-the-job training.

Curatorial Volunteer Position Description

Purpose of Volunteer Service: Work with our curatorial staff to describe, photograph, move, and care for artifacts at the Museum of the Grand Prairie. This will help the staff to rapidly process incoming donations of artifacts and care adequately for the artifacts already in our collection.

Supervisors: Assistant Director; Assistant Curator; Volunteer Coordinator

Typical Assignment: Cataloguing incoming material to the museum collection, photographing the collection materials, performing condition reports on artifacts. Assist in the development of exhibits.

Qualifications/Skills:

- Good verbal and written descriptive skills
- Interest in local cultural and natural history
- Ability to work with computers or digital cameras desired but not necessary
- Ability to climb stairs, lift objects from shelves

Requirements:

- Commit to a regular schedule; one day (or morning) per week is ideal.
- Sign in upon arrival, sign out before departing.
- Thorough, detailed work and communication with either the Assistant Director or Assistant Curator when arriving and leaving each day.
- Notify supervisors promptly if you are unable to meet a scheduled commitment.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.

Training:

Volunteers will be trained by staff in all relevant aspects of the curatorial work.

Purpose of Volunteer Service: Work with our curatorial staff to catalogue research materials for use by staff and by the general public, by appointment.

Supervisors: Assistant Director; Assistant Curator; Volunteer Coordinator

Typical Assignment: Catalogue book materials on the Library Thing database. Organize vertical files for use by the natural and cultural resources staff.

Qualifications/Skills:

- Good verbal and written descriptive skills
- Interest in local cultural and natural history
- Ability to work with simple computer programs, especially web browsers
- Library experience would be an asset.
- Ability to climb stairs, lift objects from shelves

Requirements:

- Commit to a regular schedule, one day (or morning) per week is ideal.
- Sign in upon arrival, sign out before departing.
- Thorough, detailed work and communication with either the Assistant Director or Assistant Curator when arriving and leaving each day.
- Notify supervisors promptly if you are unable to meet a scheduled commitment.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Provide ideas and suggestions for improvement of the volunteer program and/or your volunteer position.

Training:

Volunteers will be trained by staff in all relevant aspects of curatorial work.

Purpose of Volunteer Service: Documenting programs and events. Photographs will be used to promote programs/events and to prepare educational materials, reports and grant applications.

Supervisors: Staff in charge of program/event, Volunteer Coordinator

Typical Assignment: Using a personal camera or one provided by the District, the volunteer will take posed and action shots of participants in CCFPD events or programs. Volunteers may be responsible for getting District Photograph Releases signed.

Qualifications/Skills:

- Excellent communication and interpersonal skills
- Good working knowledge of photography
- Independent and able to work with limited supervision

Requirements:

- Arrive ½ hour before program begins to discuss assignment specifics (pictures desired and layout of the day).
- Submit photos to supervisor in timely manner.
- Report to all scheduled events or programs in a punctual manner.
- Notify supervisors promptly if you are unable to meet a scheduled commitment.
- Respect the request of any person who states that they would not like to be photographed.
- Represent the Champaign County Forest Preserve District in a warm and professional manner.
- Recognize that all photographs taken are the property of the Champaign County Forest Preserve District.
- Permission to run a background check is required from each volunteer who will work with children.

Training:

Your own creative genius!

Volunteer Policies and Procedures

Volunteer Program

It is the objective of the Champaign County Forest Preserve District (CCFPD) to involve volunteers in its operation to enhance the District's ability to fulfill its mission. CCFPD seeks to encourage volunteer participation and to offer meaningful volunteer opportunities to people of all ages, talents and skill levels. Volunteers will be recruited by CCFPD on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering.

In accordance with applicable laws, CCFPD does not discriminate against volunteers or applicants for volunteer placement because of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, public assistance status, or any characteristics protected by law.

Purpose and Scope of Volunteer Policies and Procedures

The purpose of this policy is to provide overall guidance and direction to the staff and volunteers of CCFPD. Unless specifically stated, this policy applies to all volunteers in all programs and projects undertaken on behalf of CCFPD.

What is a Volunteer?

A "volunteer" is anyone who chooses to perform services for CCFPD without compensation or expectation of compensation (beyond reimbursement for pre-approved specified expenses) and who performs a task at the direction of and on behalf of CCFPD staff.

Interviewing

Prior to being assigned, individual volunteers will be interviewed to determine their suitability and interests. The interview will determine the qualifications and commitment of the volunteer. The interview will provide an opportunity for the volunteer to ask questions regarding CCFPD program and assignments. Interviews will be conducted by the Volunteer Coordinator and/or project supervisor.

Volunteers represent a valuable resource for CCFPD staff and visitors. Volunteers should be given meaningful assignments and effective direction, and be recognized for work done. In return, volunteers should actively perform their duties to the best of their abilities, volunteer at their assigned times, and remain loyal to the mission and procedures of CCFPD.

Volunteer Waiver and Release

Volunteers are asked to sign a Waiver and Release. Because the public perceives the decisions and actions of CCFPD volunteers as direct reflections of the District itself, volunteers sign the agreement indicating that they understand and agree to the responsibilities, potential hazards, benefits, and other conditions of volunteering with the District. For risk management purposes, to protect yourself and the District, the District does not permit anyone to begin volunteer work until the individual signs this document.

Volunteer Job/Project Descriptions

In placing a volunteer, attention will be paid to the interests and capabilities of the volunteer. Before a volunteer is recruited or assigned, a written job description will be developed by CCFPD staff for each volunteer assignment. This job description will be reviewed with the volunteer before placement. Descriptions will include a summary of the assignment, the project supervisor, a title, a listing of responsibilities and qualifications, any training requirement, the time commitment needed for the assignment, and the worksite location.

Before beginning service, each volunteer will receive a copy of the assignment description and complete the following documents:

1. Request to Volunteer Form (Form 1101)
2. Emergency Contact Information Form (Form 1102)
3. Volunteer Waiver and Release Form (Form 1103)

Criminal Background Check

Volunteers may be asked to submit to a criminal background check. Services of volunteers who do not agree to the background check may be declined. In all cases, volunteers whose assignment comes in contact with minors will have a mandatory background check. This cost will be paid by the CCFPD.

Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license is to be submitted for verification by CCFPD.

Service at the Discretion of CCFPD

CCFPD encourages the service of volunteers with the understanding that such service is at the sole discretion of CCFPD. Volunteers understand that CCFPD may at any time, for whatever reason, decide to end the volunteer relationship. Notice of such a decision would be sent in a timely fashion by the supervisor.

The volunteer may at any time, for whatever reason, decide to discontinue the volunteer's relationship with CCFPD. Notice of such a decision should be sent in a timely fashion to your supervisor.

Assignment Completion

At the end of the volunteer's job assignment or estimated time commitment, his/her placement or position will be re-evaluated. It may be determined to retain the current volunteer assignment, or be considered for a new position, which may require an interview and appropriate orientation/training before beginning.

Group Volunteers

CCFPD welcomes community, civic, school, scout and special interest groups to participate in service projects. A complete list of all participating individuals must be submitted in addition to a Group Waiver Form signed by the group coordinator. Each group member will follow guidelines provided for individual volunteers, including youth. A minimum of two-week's notice is required for scheduling group volunteers. All group service projects will be scheduled through the Volunteer Coordinator.

Adult Diversion and Court-Appointed Community Service

CCFPD participates in the Champaign County Judicial Program and the University of Illinois Student Program. The Volunteer Coordinator is contacted when an individual is in need of fulfilling service hours. In addition to a waiver (Form 1103) and emergency form (Form 1102), a “Community Service Volunteer Guideline” document must be signed before service can begin. All policies and procedures will be followed as stated in this agreement between CCFPD and the volunteer (Form 1106).

Retired Senior Volunteer Program

CCFPD is a station for the Retired Senior Volunteer Program, and participation in any type of District program grants enabling funds to RSVP for seniors who wish to volunteer. Projects are submitted to RSVP by the Volunteer Coordinator. RSVP refers qualified candidates for consideration. Service projects can be both on-site at CCFPD, or completed at the RSVP facility.

Youth Volunteers

Youth volunteers are considered minors, 17 years old and younger. CCFPD staff will follow these following guidelines when working with youth volunteers:

1. The hours that are contributed by a youth volunteer will comply with federal and state child labor laws, such as:
 - A. Youth volunteer activities must not interfere with the volunteer’s schooling or health and well-being.
 - B. Youth volunteers are prohibited from performing tasks that are deemed hazardous or detrimental to youth.
2. If a minor is part of a volunteer group, an adult leader from the group will be assigned. In addition to signing a group waiver form, the leader will be responsible for providing names and ages of participants in the group before service can begin.
3. If a minor is volunteering on an individual basis, the waiver and release form must include a guardian’s signature before service can begin.
4. It is critical that youth volunteers have proper supervision with one adult per ten volunteers.
5. CCFPD will not accept volunteers under 8 years of age unless they are volunteering with a parent and the parent acts as a supervisor.
6. Children whose parents or other family members work at CCFPD are expected to comply with these guidelines.

Eagle Scouts

CCFPD participates in the Eagle Scout Leadership Program. All scouts working toward this rank are required to follow the guidelines as set up by the Boy Scouts of America and CCFPD. Projects can be proposed by a scout, or suggested by CCFPD. Each March, a list of CCFPD projects will be available for scout review. This will be on a first-come basis. In addition, scouts have the option of proposing specific projects to CCFPD. These will be submitted to the Executive Director and appropriate supervisors for consideration. The scouts will be notified of a decision in a timely manner. All projects must be completed by the stated due date.

CCFPD Employees as Volunteers

The service of staff members as volunteers is accepted provided the volunteer service is initiated by the staff member and offered voluntarily. Employees cannot volunteer for services for which they are currently compensated.

Family Members of CCFPD Staff

Family members of staff are also welcome to volunteer with CCFPD, but are expected to follow the direction of their project/program supervisor.

Volunteer Orientation and Training

Orientation

All long-term volunteers will receive a comprehensive orientation including: (1.) a general orientation on the nature, purpose and mission of the District. (2.) a review of the volunteer program; and (3.) a facility tour to each volunteer.

Training

Volunteers should receive training by CCFPD staff to provide them with the following information: (1.) knowledge and skills necessary to perform each volunteer assignment; (2.) the operation of the program encompassing their volunteer activity; and (3.) the purpose and requirements of the assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the assignment and the capabilities of the volunteer.

Volunteer Direction and Feedback

Volunteer Direction

Volunteers will be given direction by their designated staff supervisors.

Direction Given by Volunteers

A volunteer may direct other volunteers, provided that the volunteer is under the direct supervision of a paid staff member.

Volunteers/Staff Relations

Volunteers and staff are considered to be partners in implementing the mission and programs of CCFPD, with each having a complementary role to play. Each partner should understand and respect the needs and abilities of the other.

Volunteer Management Procedures

Maintenance of Records

A system of records should be maintained by the Volunteer Coordinator on each volunteer, including dates of service, assignments held, duties performed and volunteer feedback. Volunteers are responsible for informing their supervisor and Volunteer Coordinator of changes to their name, address, home telephone, and emergency contacts. Volunteers are expected to submit all appropriate records and information in a timely and accurate fashion.

Conflict of Interest

A volunteer who engages in a conflict of interest where the volunteer's ability to put the welfare of CCFPD before personal gain is compromised will be subject to dismissal.

Religious, Political and Civic Activities

CCFPD recognizes the right of every volunteer to participate in religious, political and civic activity. However, all such activity must be conducted on the volunteer's own time. A volunteer may not display or distribute religious, political or civic material on CCFPD property.

Confidentiality

Volunteers are responsible for maintaining confidentiality of all appropriate or privileged information to which they are exposed to while serving as volunteers, whether this information involves staff, volunteers, or other persons, or involves overall CCFPD business. Failure to maintain confidentiality could result in ending the volunteer's relationship with CCFPD.

Work Area

CCFPD staff should establish an appropriate work area for volunteer use. This work area should contain necessary equipment to enable the volunteers to perform their duties.

Smoking Policy

The no smoking policy applies to all facilities of the CCFPD.

Dress Code

As representatives of CCFPD, volunteers are responsible for presenting a good image. Volunteers shall dress appropriately for the condition and performance of their duties. Volunteers are required to wear a volunteer identification badge/sticker while they are working on their volunteer assignment. Buttons and stickers, i.e. political, religious or promotional, that are not provided by CCFPD may not be worn during volunteer activity.

Attendance and Absenteeism

Volunteers are expected to perform their duties on a scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their supervisor or Volunteer Coordinator, as far in advance as possible so that alternative arrangements can be made. Continual absenteeism may result in ending the volunteer's relationship with the CCFPD.

Time Reporting

Individual volunteers are expected to maintain accurate records of the time they have volunteered. CCFPD staff are responsible for accurately monitoring and compiling these hours monthly. A yearly report of volunteers and their hours will be submitted by staff to the Volunteer Coordinator no later than the first week of January of the following calendar year.

Risk Management/Safety

The safety of volunteers is vital to CCFPD. Safety measures should be included in the description of volunteer responsibilities. Anyone who volunteers the use of his/her personal vehicle as part of his/her volunteer service must certify possession of a valid driver's license and acknowledge that his/her driving record may be verified with the Illinois Secretary of State's office, as well as provide sufficient insurance coverage.

If there are physical requirements necessary for the performance of a volunteer task, a testing procedure may be required to determine the ability of the volunteer to safely perform the tasks. Any volunteer who, after acceptance and assignment by CCFPD, enter a course of treatment which might adversely affect the performance of his/her volunteer duties should consult with the supervisor and the Volunteer Coordinator.

CCFPD does not provide workers' compensation insurance/automobile coverage for volunteers for work-related injuries or accidents. Volunteers who are injured or involved in an accident during their volunteer assignment must report the accident immediately to the Volunteer Coordinator and Risk Management Coordinator.

All CCFPD volunteers are required to cooperate with any investigation by an appropriate investigating or law enforcement agency, and failure to cooperate may result in disciplinary action. Volunteers are personally responsible for any willful misconduct or gross negligence.

Use of CCFPD Property

CCFPD reserves the right to access and/or monitor volunteer use of electronic communication systems, including telephones, computers, e-mail and Internet.

Telephones: Telephones are for CCFPD business. Personal use of telephones for long distance and toll calls is not permitted except under approved or emergency conditions. Volunteers should practice discretion when placing local personal calls, and should ask family members and friends to limit incoming personal calls during volunteer assignments. Excessive use of cellular phones is not permitted.

Computers: Computer resources are to be used only for CCFPD business activities and only CCFPD related information will be stored on CCFPD computers. Software that has not been purchased, leased or developed by CCFPD to meet a specific and approved requirement will not be installed on CCFPD computers.

Email: The email system is provided by CCFPD to assist in the business of CCFPD and all messages composed, sent or received on the email system is the property of CCFPD. They are not private property of any individual. CCFPD reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the email system for any purpose.

Internet: In order to ensure compliance with copyright laws, and to protect from the threat of viruses or computer hackers, CCFPD limits the use of the Internet access to official business only. Volunteers using CCFPD-sponsored Internet accounts are acting as representatives of CCFPD, and such should act accordingly so as not to damage the reputation of the organization.

Code of Conduct

General Harassment (including Sexual Harassment)

CCFPD believes that every staff member and volunteer has the right to work in an environment free from harassment and will not tolerate harassment based on race, color, creed, religion, national origin, sex, sexual preference or orientation, disability, age, marital status, or status with regard to public assistance.

General harassment includes unwelcome advances, either verbal or physical, and conduct that denigrates or shows hostility or aversion toward a staff member or volunteer because of his/her status in relationship to a class defined above.

General harassment does not include negative effects a volunteer may experience as a result of actions taken by a supervisor that are within the scope of the supervisor's responsibilities and would be considered reasonable and appropriate actions.

If a volunteer feels harassed or offended by a staff member, another volunteer or any other person whom he or she encounters in the course of volunteer placement, he/she should contact the supervisor and/or Volunteer Coordinator immediately.

Drug Free Work Place

CCFPD complies with the Drug Free Workplace Act that states the manufacture, distribution, dispensation, possession and use of a controlled substance is unlawful and prohibited in this workplace.

Zero Tolerance of Violence

CCFPD will not tolerate violence on or around its premises either by or against staff members, volunteers, or members of the public. Reported incidents are subject to investigation and/or corrective action.

Volunteer Support

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for CCFPD. Prior approval must be sought for any reimbursable expenditure.

Volunteer Recognition

The District holds an annual volunteer recognition event to highlight and recognize the contributions of volunteers. CCFPD volunteers may also be nominated for exceptional service to area organizations recognizing service in the community. A CCFPD volunteer will be notified when nominated by the District.

Request to Volunteer



Name _____ Date _____

Address / City / Zip _____

Phone _____ E-Mail _____

Days Available (circle all that apply) Sun Mon Tues Wed Thurs Fri Sat

Times Available _____ a.m. _____ p.m.

Department applying for:

___ General Office / Headquarters

___ Museum & Education Department

___ Trail Stewardship / Forestry

Area(s) of interest: _____

___ Golf Course

___ Botanical Gardens

Preferred Location:

___ Lake of the Woods, Mahomet

___ Middle Fork, Penfield

___ Homer Lake, Homer

___ River Bend, Mahomet

In the space below, please list areas of experience and expertise drawing from work-related experiences, personal interests, and agencies / associations you have volunteered with.

Champaign County Forest Preserve District
Volunteer Waiver and Release

The Champaign County Forest Preserve District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. CCFPD continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the CCFPD carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

Warning of Risk

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for CCFPD to guarantee absolute safety.

Waiver and Release of All Claims and Assumption of Risk

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the CCFPD, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

Photo and Model Consent Release

I hereby give CCFPD and those acting under its permission or upon its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use photographic reproductions or likenesses of me and/or my name. This authorization and release covers the use of said material in any published form, and any medium of advertising, publicity or trade. Furthermore, I, for myself, my heirs, executors, administrators or assigns, assign and transfer to the organization all rights, title, and interests in and to all reproductions taken of me by representatives of CCFPD. The agreement fully represents all terms and considerations, and no other inducements, statements or promises have been made to me.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Volunteer's Name _____

Volunteer's Signature _____ Date _____

Guardian's Signature if Volunteer is a Minor _____

Participation will be denied if the signature of the volunteer and date are not on this waiver.

Volunteer Emergency Form

This information is classified and will be used only in an emergency.
The form will be kept in your personnel file at Headquarters.

Name: _____ Date: _____

Volunteering in which Department? _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone: _____ Date of Birth: _____

Emergency Contact:

1. Name: _____ Relationship: _____

Home Phone: (____) _____

Work/Cell Phone: (____) _____

2. Name: _____ Relationship: _____

Home Phone: (____) _____

Work/Cell Phone: (____) _____

Name of Physician: _____ Hospital: _____

Contact Lenses: _____ yes _____ no

If any allergies, including bee stings, please specify: _____

Are there any other medical concerns we should know about: _____

Champaign County Forest Preserve District

**CRIMINAL BACKGROUND CHECK
WAIVER AND RELEASE OF ALL CLAIMS FORM**

Please read this form carefully and be aware by agreeing to allow the Champaign County Forest Preserve District to conduct a criminal background check you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review.

I understand that completion of a criminal background check is a condition of my employment or volunteerism with the Champaign County Forest Preserve District.

I agree to waive and relinquish all claims I may have against the Champaign County Forest Preserve District and its officers, agents, servants, and employees, as a result of participating in the criminal background check.

I do hereby fully release and discharge the Champaign County Forest Preserve District, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may accrue to me on account of the results of any aspect of the criminal background check.

I have read and fully understand this Waiver and Release of All Claims.

Signature

Date

Printed Name

Driver's License #

Expiration Date