

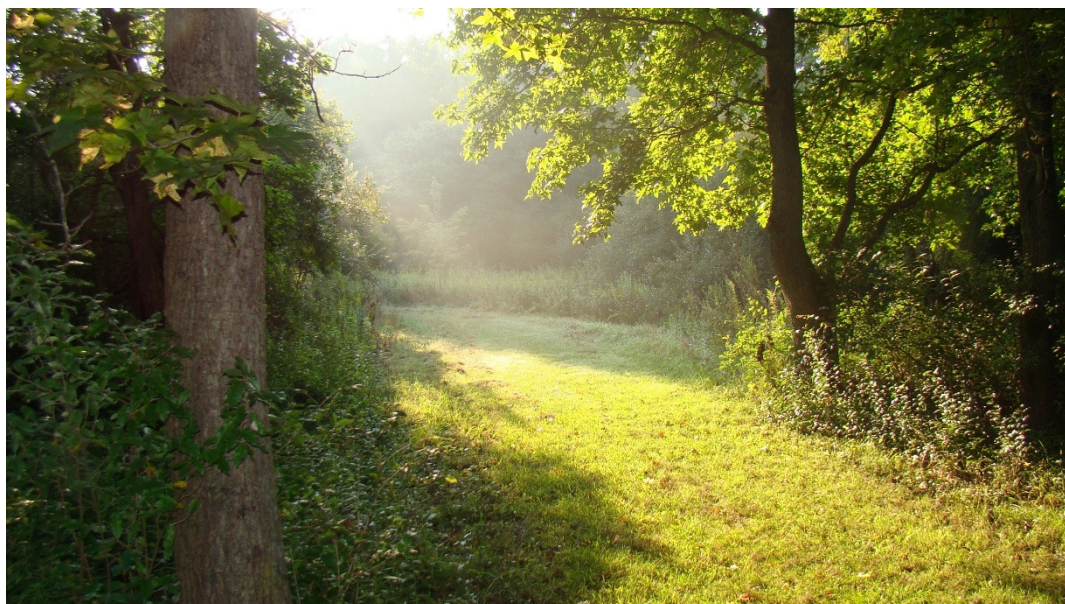
# Museum & Education Department Volunteer Handbook



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 conserve, preserve and restore natural areas.

We provide cultural, historical and environmental education opportunities.

We provide compatible outdoor recreation experiences.

## 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
- Homer Lake Interpretive Center at the Homer Lake Forest Preserve
- The campground at Middle Fork River Forest Preserve

# CCFPD Museum & Education Department Staff

**Barb Oehlschlaeger-Garvey**, Director  
Office location: Museum of the Grand Prairie  
bgarvey@ccfpd.org

**Pam Leiter**, Assistant Director  
Office location: Homer Lake Interpretive Center  
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**Valerie Hall**, Curator  
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Office Location: Homer Lake Interpretive Center  
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Office location: Museum of the Grand Prairie  
kriopelle@ccfpd.org

**Susan Voskuil**, Education Program Specialist  
(*Historical School, Homeschool & Summer  
Camp*)  
Office location: Museum of the Grand Prairie  
svoskuil@ccfpd.org

**Sandy Osborne**, Education Program Specialist  
(*Historical School, Homeschool & Summer  
Camp*)  
Office location: Museum of the Grand Prairie  
sosborne@ccfpd.org

**Campground Naturalist**  
(*Campground programs—summer only*)  
Office location: Middle Fork River Forest Preserve

## Department Offices:

**Museum of the Grand Prairie**  
Lake of the Woods Forest Preserve  
950 N. Lombard  
Mahomet, IL. 61853  
(217) 586-2612

**Homer Lake Interpretive Center**  
Homer Lake Forest Preserve  
2573 S. Homer Lake Rd.  
Homer, IL. 61849  
(217) 896-2455

**Campground Host Cabin** (*summer only*)  
Harry L. Swartz Campground  
Middle Fork River Forest Preserve  
3485 CR 2700 E  
Penfield, IL. 61862  
(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 Request to Volunteer Form and to interview with a staff member. At your interview we'll ask you to complete the Emergency Contact and Waiver Forms as well. 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
Living History Volunteer	X	X	X	X	X	X
Counselor in Training	X	X	X	X	X	X
Public Programs Volunteer	X	X		X	X	X
Special Events Volunteer	X	X		X	X	
Tour Guide/Docent	X	X	X	X	X	X
Volunteer Office Assistant	X	X	X	X	X	X
Collections Volunteer	X	X	X	X	X	X
Library/Research Volunteer	X		X	X	X	X
Exhibit Volunteer	X		X	X	X	X
Program Photographer	X	X		X	X	

## Volunteer Hours and Attendance

Work schedules of volunteers vary depending on programs and/or locations of a project or volunteer activity. 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.

# CCFPD 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 is 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:** Education Program Specialist(s) or Garden Program Specialist

**Typical Assignment:** Assist staff with school/summer programs, usually pre-k through 5<sup>th</sup> grade. May include leading outdoor hikes, assisting with program activities, and guiding tours. 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 30 minutes 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.



## *Living History Volunteer* Position Description

**Purpose of Volunteer Service:** Demonstrate daily life skills and vocations in 19th century Illinois through first and third person interpretation.

**Supervisors:** Education Program Specialist

**Typical Assignment:** Assist staff in interpreting our cultural history during public events and by teaching in the first-person in our one-room schoolhouse for our popular “School House” program.



**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 for schoolhouse programs is April, May, and October. Sessions occur on weekdays from 9:00-1:30. Public program needs vary and are typically on weekends.
- Willingness to dress in period costumes
- Prior work with youth is helpful (i.e. retired teacher, scout leader)
- Arrive 30 minutes 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 receive nineteenth-century interpretive guides and hands-on training with our educators and seasoned schoolhouse teachers. Any needed additional training will be 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, Education Program Specialist(s) or Garden Program Specialist

**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 30 minutes before program begins to discuss plans for the program and prepare materials and stay 30 minutes after program to assist with clean up.
- Stay 30 minutes after the program to help clean up and write in your journal
- 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 one-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:** Public Programs/Visitor Services Coordinator, Public Program Specialist, Garden Program Specialist or Campground Naturalist

**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 visitors 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

### **Requirements:**

- Commit to a minimum of two programs per year
- Sign in upon arrival, sign out before departure
- Return materials after programs and notify staff of needed replacements
- 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
- 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 may 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:** Public Programs/Visitor Services Coordinator, Public Program Specialist, Garden Program Specialist or Campground Naturalist

**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

### **Requirements:**

- 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, and meet the group
- Assist with clean up after the event
- Notify supervisors promptly if you are unable to meet a scheduled commitment and help find a substitute
- Represent the Champaign County Forest Preserve District in a warm and professional manner
- 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 Docent/Tour Guide*

### Position Description

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**Purpose of Volunteer Service:** Provide visitors with the interactions and services necessary for them to gain an understanding of and appreciation for the resources available at the Museum of the Grand Prairie.

**Supervisors:** Director, Public Programs/Visitor Services Coordinator.

**Typical Assignment:** Give scripted tours of the Museum's exhibits, the Discovery Garden, and Mabery-Gelvin Botanical Garden.

**Qualifications/Skills:**

- Excellent communication and interpersonal skills; enjoy interacting with people of all ages and backgrounds
- Enjoy learning; eager to connect with and share the stories of your own interpretations of the Grand Prairie Region as appropriate
- Possesses good problem-solving ability and good judgment in keeping with the missions of the Champaign County Forest Preserve District and the Museum & Education Department
- Patient and friendly; good with children and other visitors with special needs.
- Ability to adhere to a set schedule that is agreed upon beforehand
- Ability to work with computers is preferred, but not necessary

**Requirements:**

- Time commitment is typically 4-8 hours a week, on the day(s) agreed upon in your Volunteer Contract.
- Sign in upon arrival, and sign out before leaving for the 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. Dress appropriately while working with the public; your appearance is one of our guests' first impressions of the CCFPD.
- Must have reliable transportation.

**Training:**

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



## *Volunteer Office Assistant* 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, Public Programs/Visitor Services Coordinator, Customer Service/Retail Associate, or Public Program Specialist



**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 administer 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:**

- Commit to a regular schedule; time commitment is typically 2-6 hours any day of the week as allowed by your schedule and the schedule of staff
- 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.



## *Collections Volunteer* Position Description

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**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:** Curator or Registrar

**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
- Capacity for thorough, detailed work
- 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.



## *Library/Research Volunteer* Position Description

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**Purpose of Volunteer Service:** Work with our curatorial staff to collect and catalogue research materials for use by staff and by the general public on a per basis appointment. Research specific topics as assigned by the Curator and/or Registrar.

**Supervisors:** Curator and Registrar

**Typical Assignment:** Catalogue book materials on the Library Thing database. Organize vertical files for use by the natural and cultural resources staff. Conduct research for use by staff for exhibits, publications, collection provenance, and more.

**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
- Capacity for thorough, detailed work
- Communication with either the Curator or Registrar 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.

## *Exhibit Volunteer* Position Description

**Purpose of Volunteer Service:** Work with our curatorial staff to aid in the design and/or construction of temporary and permanent exhibits.

**Supervisors:** Curator and Registrar

**Typical Assignment:** Varies depending on your skills and current project needs. May include construction, painting, interpretive panel design, and artifact installation.



**Qualifications/Skills:**

- Interest in local cultural and natural history
- Carpentry skills, experience with power tools
- May need to climb stairs, ladders, and work from higher heights
- May need to lift 25 lbs
- May include ability to work with Adobe Creative Suite 5 or later versions; preferably Photoshop, Illustrator, and InDesign
- May include the ability to create 2D and 3D artworks, to be incorporated into the exhibit's design

**Requirements:**

- Be able to complete necessary projects by deadlines set by staff
- Sign in upon arrival, sign out before departing
- Capacity for thorough, detailed work; attention to detail
- Communication with either the Curator or Registrar 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 exhibit design.





## *Program Photographer* Position Description

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**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

**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 30 minutes before program begins to discuss assignment specifics (pictures desired and layout of the day)
- Submit photos to supervisor in timely manner
- Respect the request of any person who states that they would not like to be photographed
- Recognize that all photographs taken are the property of the Champaign County Forest Preserve District
- Report to all scheduled events or programs in a punctual manner
- 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
- Permission to run a background check is required from each volunteer who will work with children

**Training:**

Your own creative genius!

**Available Equipment:**

The Museum of the Grand Prairie has a Canon DSLR Canon Rebel T3i and tripod.

# 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 characteristic protected by law.

## **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 the CCFPD staff.

## **CCFPD Employees as Volunteers**

CCFPD employees may volunteer in other agency departments if the following criteria are met:

- The volunteer position is with an established CCFPD volunteer program.
- The duties of the position are outside the employee's normal work duties.
- No work time is used to perform the volunteer duties.
- The volunteer duties are performed solely at the option of the employee and there is no expectation direct or implied by CCFPD that the employee performs the volunteer service.
- The employee signs a waiver indicating that the decision to volunteer is entirely his or her own and no payment for the work will be rendered.

## **Emergency Volunteers**

In the event that CCFPD emergency operations and procedures have been activated, a employee may be assigned to perform emergency volunteer duties authorized by the Executive Director, Department Head or authorized designee. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

## **Who is Not a Volunteer?**

- Anyone who has is not approved by CCFPD for volunteer service
- Anyone who has not signed a CCFPD Waiver and Release Form.
- Individuals under the age of 18 are not eligible for CCFPD volunteer service unless the volunteer application is signed and approved by a parent or guardian.

### **Criminal Records 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 will be sent in a timely fashion by the Volunteer Coordinator.

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 the Volunteer Coordinator.

### **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 materials while performing volunteer duties. Volunteers are also prohibited from interrupting or disturbing other volunteers or CCFPD employees while they are performing their respective duties.

### **Weapons Policy**

Except as otherwise expressly permitted by 430 ILCS 66, CCFPD strictly prohibits and does not tolerate handguns at any CCFPD facility, on any CCFPD property (including vehicles), or at any CCFPD-sponsored event.

Visible handguns are never permitted on CCFPD property. Other types of prohibited weapons can include, but are not limited to a visible or concealed rifle, shotgun, bow and arrow, slingshot, cross bow, spear or spear gun, switchblade knife, knife with a blade longer than three (3) inches, stiletto, sword, blackjack, club, whip, or any weapon capable of discharging a projectile by air, spirit, gas or explosive. In addition, it is prohibited to bring any explosive substance or harmful solid, liquid or gaseous substance or any other dangerous weapon or objects onto CCFPD property with the intention of harassing, intimidating, or injuring another volunteer, individual, employee, manager, or supervisor.

If a volunteer knows of anyone possessing a weapon, the volunteer should immediately report it to CCFPD supervisory staff and/or call 911. Volunteers should refrain from any confrontation and should not directly confront any individual carrying a weapon.

## **Smoking Policy**

The no smoking policy applies to all facilities of the Champaign County Forest Preserve District.

## **Time Reporting**

Many of our volunteer programs require individuals to maintain accurate records of the time they have volunteered. The system for reporting these hours will be discussed with the volunteer prior to starting.

## **Risk Management/Safety**

### **Volunteer Safety Responsibilities**

The primary responsibility of the volunteers of CCFPD is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of your time spent with the organization, volunteers **MUST** become familiar with, observe, and obey CCFPD's rules and established policies for health, safety, and preventing injuries while at work. Additionally, volunteers **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with a supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with a supervisor, a volunteer still has questions or concerns, he or she is required to contact the Volunteer Coordinator or Risk Management Coordinator.

***NO VOLUNTEER IS EVER REQUIRED*** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

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 acknowledges that his/her driving record may be verified with the Illinois Department of Motor Vehicles, as well as provide proof of sufficient auto liability 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 task (s). Volunteers are expected to promptly and timely notify their supervisor and/or the Volunteer Coordinator of any change in circumstances that may adversely impact their volunteer duties.

In some instances, special training/licensing may be required for performance of a task. If the volunteer wishes to perform such a duty of behalf of the District, he/she will be asked to provide proof of such licensing/course work certificate before performing the task.

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.

## **Code of Conduct**

### **General Conduct**

Horseplay, 'practical jokes,' etc., are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk, or which threatens or intimidates others, is forbidden.

### **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, status with regard to public assistance, or any other characteristic protected by law.

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 either the volunteer coordinator or their CCFPD supervisor as soon as feasible.**

### **Drugs and Alcohol**

Use and/or possession of illegal drugs, medical marijuana, or alcohol while volunteering or on volunteer time are forbidden. Reporting as a representative of CCFPD while under the influence of drugs or alcohol is forbidden.

### **Zero Tolerance of Violence**

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

- Any volunteer who feels that she/he has been threatened should immediately report their concern to a supervisor.

- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify a supervisor and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring during the performance of any volunteer function or at CCFPD, you are urged to discuss the issue with a supervisor and local law enforcement so that a prevention plan can be developed.

### **What liability coverage do I have as a CCFPD volunteer?**

- Volunteers are afforded the same liability protection as are CCFPD employees. CCFPD is a member of the Park District Risk Management Agency (PDRMA). PDRMA administers the self-insurance of CCFPD.
- In order for that coverage to apply, you must be *acting within the scope of your authorized volunteer duties*. This same requirement applies to employees or board members of CCFPD.

### **How does PDRMA's liability coverage coordinate with other available insurance?**

- CCFPD is self-insured. That means CCFPD itself pays for all losses, claims, etc. PDRMA administers the park district's self-insured "coverage" program. In some instances, you may have insurance coverage available to you from other sources (e.g., auto liability or homeowner's liability coverage). Because CCFPD is self-insured, if you have other available insurance, you must first notify that other insurance carrier and request that they defend and indemnify you before CCFPD's self-insurance is available to you. This coverage coordination obligation applies to volunteers, employees or board members alike.

### **Do volunteers have any statutory protections from tort liability?**

- Yes. The Federal Volunteer Liability Protection Act can provide immunity from negligence liability in some instances. In addition, the Illinois Tort Immunity Act provides certain statutory protections from liability for employees and volunteers of forest preserve districts. However, you do not have protection through PDRMA for either criminal acts or intentional misconduct.

### **Are volunteers covered by Workers' Compensation?**

- No, volunteers are specifically excluded by the Illinois Workers' Compensation Act. You must be a paid employee to be entitled to protection under the Illinois Workers' Compensation Act.

### **Does PDRMA provide volunteer Medical Accident Coverage?**

- Yes, PDRMA provides up to \$5,000 per occurrence in volunteer medical accident coverage (no fault). There is no coverage for lost wages from another job. This coverage is excess of your own group or other medical coverage. It is intended to cover deductible and out-of-pocket expenses not covered by group or other medical insurance.

### **Expectations**

#### **What is expected of me?**

Like any employee of CCFPD, volunteers are expected to:

- Act in the best interests of CCFPD at all times as a District program volunteer;
- Follow rules, regulations, guidelines, etc.;
- Be professional, courteous, and responsible;
- Complete Accident/Incident reports promptly and provide them to the District contact; and
- Always err on the side of caution and summon emergency medical services (dial 911) when you suspect a serious injury – i.e. head, neck, fracture, excessive bleeding, etc.

### **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.

#### **Recognition**

The District holds regular volunteer recognition events 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 they are nominated by the District.



# Request to Volunteer

*\*Volunteers may be subject to background check*

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 (check all that apply):

\_\_\_ General Office / Headquarters

\_\_\_ Museum of the Grand Prairie

\_\_\_ Trail Stewardship / Forestry

\_\_\_ Education Programs

\_\_\_ Golf Course

\_\_\_ Botanical Gardens

Preferred Location:

\_\_\_ Lake of the Woods, Mahomet

\_\_\_ Middle Fork, Penfield

\_\_\_ Homer Lake, Homer

\_\_\_ River Bend, Mahomet

\_\_\_ Sangamon River, Fisher

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.

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Fax: Pat Simpson / 217-586-5724

Mail: Pat Simpson / CCFPD / P.O. Box 1040 / Mahomet, IL 61853



# 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(s):

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**  
**Volunteer Waiver and Release**

**Non-Compensation**

The Champaign County Forest Preserve District deeply appreciates the contributions made by its volunteers to the programs and activities of the CCFPD. In line with the generally accepted definition of a volunteer, it is also the policy of the CCFPD to offer no compensation to its volunteers beyond reimbursement for pre-approved specified expenses.

**Personal Safety**

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 \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

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.**

## 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.

By signing and providing the information below, I indicate that I have read and fully understand this Waiver and Release of All Claims.

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

Printed Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_