



# Volunteer Application

This application applies to individuals interested in volunteer opportunities at the Ordway-Swisher Biological Station.

- Please contact Lisa Huey, Conservation Steward, at 352.475.2300 or lhuey@ufl.edu, for more information on volunteering.

## 1. APPLICANT INFORMATION

APPLICANT: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE (IF APPLICABLE): \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

## 2. VOLUNTEER CATEGORIES

The following general volunteer categories are available. Please select one or more that you may be interested in.

- |  |   |
|--|---|
| <input type="checkbox"/> Exotic-Invasive Plant Control           | <input type="checkbox"/> Road/Firebreak Maintenance     |
| <input type="checkbox"/> Botanical Sample Collecting             | <input type="checkbox"/> Natural Resource Management    |
| <input type="checkbox"/> Office/Clerical/Computers work (Campus) | <input type="checkbox"/> Prescribed Fire Management     |
| <input type="checkbox"/> Construction/General Maintenance        | <input type="checkbox"/> Monitoring/Research Assistance |

## 3. QUALIFICATIONS

What qualifications/skills/experience/education do you have to offer as a volunteer?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Operation of Farm Machinery | <input type="checkbox"/> Wildland Fire Operations        | <input type="checkbox"/> Land Surveying        |
| <input type="checkbox"/> Operation of Chainsaws      | <input type="checkbox"/> Herbicides Applicator's License | <input type="checkbox"/> GIS/GPS Mapping       |
| <input type="checkbox"/> Carpentry                   | <input type="checkbox"/> Auto/Engine Repair              | <input type="checkbox"/> First Aid Certificate |
| <input type="checkbox"/> Boat Operation/Canoes       | <input type="checkbox"/> Clerical Skills/Computer        | <input type="checkbox"/> Biology               |
| <input type="checkbox"/> Hand/Power Tools            | <input type="checkbox"/> Writing/Editing                 | <input type="checkbox"/> Botany                |
| <input type="checkbox"/> Welding/Fabrication         | <input type="checkbox"/> Website Authoring               | <input type="checkbox"/> Forestry              |
| <input type="checkbox"/> Landscaping/Reforestation   | <input type="checkbox"/> Data Entry                      | <input type="checkbox"/> Wildlife Ecology      |
| <input type="checkbox"/> Custodial/Housekeeping      | <input type="checkbox"/> Photography                     | <input type="checkbox"/> Other _____           |

Under certain circumstances, additional training may be provided by OSBS staff.

## 4. AVAILABILITY:

Which months would you be available for volunteer work?  Year round  
 Jan.  Feb.  Mar.  Apr.  May  Jun.  Jul.  Aug.  Sept.  Oct.  Nov.  Dec.

How often would you be available for volunteer work?  
 Daily  Weekly  Bi-weekly  Monthly Other \_\_\_\_\_

Which days of the week would you be available for volunteer work?  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

How many hours per week would you be available for volunteer work? \_\_\_\_\_ Hours

## 5. ORDWAY-SWISHER BIOLOGICAL STATION POLICIES:

- Individuals are responsible for following OSBS policies. The latest version can be found at <http://ordway-swisher.ufl.edu>.

## 6. BACKGROUND CHECK:

- A criminal background check may be performed on applicants at the cost of OSBS. Would you agree to this?  YES  NO

**7. UF VOLUNTEER FORM:**

- Once a person is accepted as an OSBS volunteer, they will be required to complete a UF Volunteer Form.

If there are no volunteer opportunities available at this time, may we keep your application on file in case an opportunity becomes available in the future?  YES  NO

Your application will be evaluated using the following considerations: Availability of staff's time to supervise volunteer(s); Available projects needing volunteer assistance that coincide with the applicant's skill set(s); Applicants schedule.

\_\_\_\_\_  
Applicant's Name (Print legibly)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**FOR ADMINISTRATIVE USE ONLY**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Program Coordinator's Signature

\_\_\_\_\_  
Date

.....

Volunteer's Supervisor \_\_\_\_\_

**VOLUNTEER'S DUTIES.**

### GENERAL:

1. All University of Florida (UF) and Ordway-Swisher Biological Station (OSBS) policies are to be observed while visiting the facility. The policies, procedures, and fees of OSBS are subject to change without prior notice. The Station administrators reserve the right to update any OSBS policies and add additional ones at any time. All visitors will be responsible for observing any and all updates to UF and OSBS policies. Current OSBS policies can be found at <http://ordway-swisher.ufl.edu>. Violation of these policies may result in termination of project/activity on the Station and may affect future use of the facility.
2. The Station's main entrance gate is located at 245 Mason Rd. Visitors will use this gate for entering and exiting the Station. The gate is to never be left unlocked or left open unless attended.
3. Visitors are required to sign-in & out at the check station by the front gate each day the Station is used. The following information is required: Date, Full Name, # in party, Time in, Time out, Purpose of visit, Location(s) visiting (use Management Unit or Area ID).
4. Hunting and fishing are prohibited on the Station. Violation of this policy will result in termination of project/activity on the Station and may result in arrest by law enforcement representatives.
5. Firearms are prohibited on the Station.
6. Domestic animals (dogs, etc) are not permitted on the Station, unless they are part of an approved research project or are necessary to help a disabled user. Please notify the managers if you have a special need.
7. Removal of any Native American or homesteader artifacts (ex. arrowheads, pottery, etc) is prohibited. Violation of this policy will result in termination of project/activity on the Station.
8. The posted speed limit throughout the Station is **15 MPH**.
9. Vehicles are not permitted to leave designated roads unless permission has been granted by managers.
10. Designated Station vehicles are available for use on an available basis and may be subject to the Station's fee schedule. They may not be driven unless permission has been obtained from managers. When using state vehicles, users must fill out vehicle log in truck.
11. Permission must be obtained from managers before borrowing any equipment not designated for project/activity. Equipment loaned for use are for studies utilizing OSBS wholly or partly and may be subject to the Station's fee schedule.
12. In order to reduce the accidental introduction of exotic invasive aquatic species into the lakes and ponds on the Station, outside canoes and boats are prohibited from being used unless an individual receives written permission from Station managers. The Station has boats and canoes that are available for use. A minimum of 2 floatation devices must be present in a boat when being used.
13. There are no sanitation facilities on the property. Any trash generated by users must be packed out.

### RESEARCH/TEACHING SPECIFIC:

14. An appropriate application (Research, Education, or Special-Use) is required to be completed and all relevant permits (institutional, state, federal) provided before a project can be reviewed for use of the station and its resources.
15. Any change from permitted activities such as study location, personnel, species of focus, sample collection, project time-line, impact to habitats-species-environment, OSBS resources needed, or overall project focus, etc, shall be submitted in writing for review before a change can be enacted. Updates to institutional (IACUC, ARC, etc), state, federal permits shall be provided to OSBS managers at the time of their approval. Violation may result in termination of project/activity on the Station and may affect future use of the facility.
16. Researchers are required on an annual basis to provide a text file that summarizes their project's status and a summary of research results by Jan 31st. These results will be published in the Station's Annual Report. Minimum required metadata includes the title of each data set, the investigator's name, mailing address, e-mail address, and a one-page abstract.
17. Publications resulting from the use of the Station must acknowledge the University of Florida and the Ordway-Swisher Biological Station.
18. Electronic copies of all publications including theses and dissertations generated from work will be provided to Station managers.
19. Researchers may be required to provide a hard and soft copy of mature data sets derived from work on the Station, which will be archived at the Station.
20. Student research projects require a UF faculty member sponsor.
21. Individuals must complete a key agreement form before keys are provided. All keys provided will be turned in at the completion of research and will not be given or loaned to other individuals. Violation of this policy will result in loss of key and possible termination of project/activity on the Station.
22. Projects needing the use of flagging or marking material must check with managers to determine if other research/activity coinciding on the Station is using the same color/pattern. All equipment/flagging etc. is to be removed once the project/activity has been completed unless otherwise agreed upon by managers.