



Ostego Bay Foundation Inc.
Ostego Bay Marine Science Center

718 Fisherman's Wharf
Fort Myers Beach FL 33931
239-765-8101

VOLUNTEER AND INTERNSHIP APPLICATION

The mission of the Ostego Bay Foundation, Inc. is to promote the understanding, preservation and enhancement of our unique marine environment through education, research and community involvement.

Thank you for your interest in the Ostego Bay Foundation Volunteer and Internship programs. The foundation finds our enthusiastic volunteers and interns to be valuable resources that help promote our mission and to inspire others in preserving our environment.

Name: _____

Address: _____ City & Zip code: _____

Cell Phone: ____ - ____ - _____ Local Phone: ____ - ____ - _____

Email Address: _____ @ _____

Please check : ____ Volunteer ____ Intern ____ Service Learning

School Affiliation: _____ Contact Name: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

Level of Education: High School Some College Bachelors Degree Masters Degree Doctorate Degree

Volunteer Interest: Aquarist/Aquarium Assistant Doscent/Tour Guide Assistant Assistant Exhibit Designer

Research Assistant Fundraising Other: _____

List any special skills, hobbies or past experience: _____

Day(s) Available: Monday Tuesday Wednesday Thursday Friday Saturday

Times Available: ANY/Flexible 10am—1pm 1pm—4pm 10am—4 pm

I certify that the information on this application is correct. I authorize Ostego Bay Foundation to call my references and or a background check to obtain information pertinent to my responsibilities as a volunteer at the Science Center I hereby agree to abide by all rules, policies, directives of the Foundation. I understand that I will not become an employee of the Ostego Bay Foundation and that nothing contained herein creates an employee-employer relationship. I further understand that the Ostego Bay Foundation Inc. may terminate my role as a volunteer at any time. I hereby release the Ostego Bay Foundation Science Center and its employees, agents, and/or servants from any liability for any accident or injury I might suffer during the course of my volunteer work.

Applicant Signature _____ Date _____



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VOLUNTEER AND INTERNSHIP AGREEMENT

GENERAL RESPONSIBILITIES

- Life Sciences. All volunteers, interns and docents shall assist in keeping live specimens alive. While this may not be your main responsibility, if you see something that doesn't seem right, notify a staff member.
- Visitor experiences. All volunteers, interns and docents shall conduct themselves in a professional manner and abide by the same standards as Ostego Bay Foundation Inc. employees.
- Volunteers, interns and docents shall dress neatly and appropriately for interaction with the public or otherwise for assigned duties. For safety reasons, open-toed shoes and high heels are discouraged.
- Volunteers, interns and docents are expected to treat others, employees and visitors with dignity and respect at all times.
- No volunteers, interns and docents shall be left alone on the museum property without permission.
- Volunteers and docents shall be instructed as to the location and proper use of emergency procedures.
- If documents are necessary to complete a staff-directed project, staff will provide the relevant materials. No volunteer, intern or docent shall have access to Foundation files without permission.
- It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits including insurance for these voluntary services. Volunteers, interns and docents shall not make any representations that they speak for or on behalf of the Ostego Bay Foundation Inc. and the Marine Science Center.
- The Ostego Bay Foundation Inc. is a 501(c)(3) educational non profit. No volunteer, intern or docent shall make any representations regarding the policies of the Ostego Bay Foundation, Inc. nor lobby or promote political agendas representing the Foundation while involved in the activities of the Foundation.
- Volunteers, interns and docents do not have access to non-public areas unless specifically authorized by staff. (Second floor/roof)
- Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by the charity in order to perform the voluntary services.
- It is the **policy** of the Ostego Bay Foundation to ensure equal opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

Applicant Signature _____ Date _____