



# Florida Department of Environmental Protection Florida Park Service Volunteer Application



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

**Purpose for Volunteering**

- |   |   |
|---|---|
| <input type="checkbox"/> Give back to the community<br><input type="checkbox"/> Campground host or resident volunteer<br><input type="checkbox"/> Project for scouting or service group | <input type="checkbox"/> Internship<br><input type="checkbox"/> College educational requirement<br><input type="checkbox"/> K-12 educational requirement<br><input type="checkbox"/> Community service: Court-ordered |
|---|---|

**I am a:**  New Applicant  Returning Volunteer

**Applicant Information** (Please submit a separate application for each individual)

Applicant Name (Last name, first name, middle initial)			Telephone (Best)
Address			
City	State	Zip Code	Date of Birth (DOB)
Do you have a valid Driver License? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required for some duties)		Email Address	

**Emergency Contact Information**

Name	Relationship	Telephone (Best)
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**References** (List references that are familiar with your work or volunteer experience. Do not include relatives.)

Name	Telephone(s):
Name	Telephone(s):
Name	Telephone(s):

**Locations in which you are most interested in volunteering** (Florida State Parks)

1. _____	2. _____	3. _____
Are you willing to consider volunteering at other Florida State Parks? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Availability**

<b>Year you are applying for:</b> _____ Check-off the month(s), day(s) of the week and time you are available: <table style="width: 100%; text-align: center;"> <tr> <td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>AM</td><td>PM</td><td></td> </tr> <tr> <td colspan="2"></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td> </tr> </table>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Sun	Mon	Tue	Wed	Thu	Fri	Sat	AM	PM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		How many hours per week can you volunteer? <table style="width: 100%; text-align: center;"> <tr> <td><b>Less than 10</b></td> <td><b>10 to 20</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>20-30</b></td> <td><b>30-40</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Less than 10</b>	<b>10 to 20</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>20-30</b>	<b>30-40</b>	<input type="checkbox"/>	<input type="checkbox"/>
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Is your availability flexible? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																									

**Campground Host or Resident Volunteer** (Note: Maximum 16-week stay in any single park.)

**Complete this section only if you are applying to be a Campground Host or Resident Volunteer.**

Type of camping unit:  Motor Home  5th Wheel  Trailer/Camper  Tent

Length or width of unit (including slide out): L \_\_\_\_\_ W \_\_\_\_\_ Extra Vehicle?  Yes  No

RV minimum hook-up necessary:  Water  Sewer  Electricity Amps Needed: \_\_\_\_\_

Will you have a pet?  Yes  No If yes, type and breed: \_\_\_\_\_

Number of people (including applicant) that will be residing at the campsite: Adults \_\_\_\_\_ Youths \_\_\_\_\_

Name(s) of others residing with you: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Highlight background and experiences that you feel contributes to the Florida State Parks.**

**Education, Knowledge, Skills, Abilities:**

**Experience:** (Please include any previous campground hosting or volunteer experience, listing the location and dates)

**License, Registration or Certification:**

**Hobbies and Interests:**

**Your Volunteer Service Goals:**

**Are you willing to supervise other volunteers?**  Yes  No

Please check all of the boxes of those skills/duties that you are interested in performing. After each, please indicate (circle or select) whether you have either **(E) – Experience** in this skill, or **(I) – Interest** in gaining this skill.

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Toll Collection <b>E / I</b>         | <input type="checkbox"/> Office/Clerical <b>E / I</b>    | <input type="checkbox"/> Housekeeping <b>E / I</b>      | <input type="checkbox"/> Trail/Campgrd. Maint. <b>E / I</b>  |
| <input type="checkbox"/> Store Operations <b>E / I</b>        | <input type="checkbox"/> Graphic Design <b>E / I</b>     | <input type="checkbox"/> Painting <b>E / I</b>          | <input type="checkbox"/> Mowing/Landscaping <b>E / I</b>     |
| <input type="checkbox"/> Museum/Living History <b>E / I</b>   | <input type="checkbox"/> Accounting/Finance <b>E / I</b> | <input type="checkbox"/> Carpentry/Constr. <b>E / I</b> | <input type="checkbox"/> Vehicle Maintenance <b>E / I</b>    |
| <input type="checkbox"/> Tour Guide/Intepret <b>E / I</b>     | <input type="checkbox"/> Fundraising <b>E / I</b>        | <input type="checkbox"/> Electrical <b>E / I</b>        | <input type="checkbox"/> Small Engine Repair <b>E / I</b>    |
| <input type="checkbox"/> Special Events <b>E / I</b>          | <input type="checkbox"/> Resource Mgmt. <b>E / I</b>     | <input type="checkbox"/> Plumbing <b>E / I</b>          | <input type="checkbox"/> Heavy Equipment Repair <b>E / I</b> |
| <input type="checkbox"/> Other (Please specify <b>E / I</b> ) |  |   |  |

**Background Information**

**Have you ever been asked to vacate a volunteer position?**  Yes  No

**Have you ever been convicted of a felony or a first degree misdemeanor?**  Yes  No

**Have you ever pled Nolo Contendere or pled guilty to a crime which is a felony or a first degree misdemeanor?**  Yes  No

**Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor?**  Yes  No

**If 'yes' to any of the questions, please explain, what charges or convictions and where?**

**Note:** A "Yes" answer to these questions will not automatically bar you from volunteering. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered. It is the policy of the Department of Environmental Protection that all current and new volunteers, who are assigned to perform the duties of positions of special trust as designated by the Secretary, may be subject to a security background check including fingerprinting as a condition of employment or working for or with the Department.

I understand that I may be asked to provide date of birth, driver's license number(s) or other proof of identification, and social security number(s) at a later date. I certify that all information contained in this application is true and correct. Further, I authorize the Florida State Parks to verify the information provided.

Volunteer's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Florida Department of Environmental Protection Florida Park Service Volunteer Agreement



As a volunteer for the Florida Department of Environmental Protection, Florida Park Service (FPS), at \_\_\_\_\_ State Park (*print name*)

I, \_\_\_\_\_ (*print name*), agree to abide by all applicable FPS rules, policies, and standards governing volunteers. I acknowledge it is my responsibility to become familiar with the contents of the Florida Park Service Volunteer Handbook. A copy may be provided by the park and can be found online: <http://floridastateparks.org/getinvolved/volunteer.cfm>

### Volunteer Agreement Standards

I agree to:

1. Support the FPS mission and policies when communicating with the public, staff, and fellow volunteers.
2. Present a professional park image and follow all FPS uniform requirements as outlined in the Operations Manual, and I agree to purchase uniform items as assigned or required by my position.
3. Uphold a high level of customer service and professionalism at all times, to include maintaining a courteous and supportive attitude.
4. Only participate in approved assignments and duties as outlined in my position description.
5. Participate in all mandatory FPS trainings as well as those required for my position.
6. Make a good faith effort to resolve differences and problems and refrain from malicious talk, negative criticism or unfounded statements regarding fellow volunteers, staff or the FPS.
7. Abstain from using my position to secure special privileges, benefits, personal business, or exemptions for others or myself.
8. Only use state equipment, office space, and vehicles as assigned to me for my position, and return all state property (including uniforms, ID cards, passes, etc...) issued to me at the end of my service.
9. Implement all FPS safety standards and report job-related injuries immediately to supervisory staff.
10. Report volunteer hours and other information as required by my supervisor.
11. Request clarification of rules and policies that I do not understand.
12. If a resident volunteer, I understand that I am required to volunteer a minimum of \_\_\_\_ hours per week. I understand that I may only reside in any single state park for a maximum of 16-weeks during a fiscal year. My agreement is from \_\_\_\_\_ (*date*) to \_\_\_\_\_ (*date*).

Volunteers are not considered to be employees of the State of Florida. Volunteers are covered by state liability protection (Section 768.28, F.S.) and by workers' compensation (Chapter 440, F.S.). No other benefits of collective bargaining agreements apply. I understand my volunteer performance will be evaluated. I also understand my service can be terminated by the FPS, or I can terminate my volunteer status, at any time, with or without cause, and I do not have the right to grieve or appeal. I understand that volunteers on duty for the Department may be photographed or videoed and the materials may be used to promote the Department. No further releases are required.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Supervisor's Signature / Park

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

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

*\*Agreement must be renewed annually.*

**If volunteer is under 18:** I, \_\_\_\_\_ (*print name of parent or guardian*), understand and agree to the above FPS volunteer rules, policies, and standards governing volunteers and do hereby grant permission for \_\_\_\_\_ (*name of applicant*), date of birth \_\_\_\_\_, to participate in volunteer activities with the FPS.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

*The mission of the Florida Park Service is to provide resource-based recreation while preserving, interpreting and restoring natural and cultural resources.*