



Children's Forest Participant Registration Form Eco-Leader Volunteer Forms

Participant Name _____

Participant Birthdate ____ / ____ / ____

Mailing Address _____

Home Phone _____

Cell Phone(s) _____

Email _____

Parent's Email _____

Parent/Guardian Names _____

OFFICE USE ONLY

RF
VA
MR
YC
DP
FEE _____
OT

Dear Prospective Volunteer:

I am excited to start the process of welcoming you to the Children's Forest family! Our volunteer program is unique because it prepares today's youth to become tomorrow's environmental leaders. In this program you will have the chance to work alongside other highly motivated and successful youth leaders, and you will be instrumental in helping the Children's Forest achieve our lofty goals. We work on lots of restoration projects and other exciting adventures!

I have enclosed an information packet and application forms related to our Eco-Leader Volunteer Program. Every volunteer must complete these forms and go through a series of orientations and trainings.

There is no cost to participate in the program but we do request your participation in our membership program. Members of the Southern California Mountains Foundation can choose at which level they would like to contribute from \$5 to \$500. Eco-Leaders are given a special rate at \$25 with all the benefits of the Adult \$50 level. We ask volunteers to begin at the \$25 membership level to help cover the cost of their uniform. Memberships also help support our program in our daily operating costs. You can learn more from the Program Coordinator.

You will receive a newsletter each month with the schedule and an email invitation to an online registration where you can sign up for activities online. You can also get in touch with me and sign up for activities via email or phone. Signing up in advance allows the program plan for transportation, staffing needs and answer questions and concerns as they arise.

Please fill out the included forms and mail or turn them in at the Big Bear Discovery Center. Once your paperwork is cleared, we will begin the process of making you an active member of our volunteer force. If you have any questions, please give me a call at 909-382-2842. You can also email me at moberdoerster@mountainsfoundation.org Thanks again for your interest in volunteering with the Children's Forest!

Sincerely,

Megan Oberdoerster

Youth & Interpretive Services Coordinator

909-382-2842

moberdoerster@mountainsfoundation.org

Contract
(To be completed by Eco-Leader Volunteer)

I, _____, want to take part in activities at Children’s Forest. I am willing to participate fully in Children’s Forest activities and will follow the directions of authorized adult leaders and/or staff members. I will continually strive to develop my leadership skills, knowledge of the forest, and will conduct myself professionally at all times.

- I understand the concept of teamwork and will do my best to be a good team member, working to further the concepts of Children’s Forest.
- I will provide ideas and input while listening to and respecting others.
- I agree to be a safety-conscious group member, looking out for myself and others, and acting in a responsible manner.
- I understand that the possession of drugs, alcohol, or tobacco will not be tolerated and will result in immediate dismissal from the program.
- I will not leave the group or designated activity area on my own for any reason without permission from and adult leader.
- If I provide personal transportation to Children’s Forest activities, my vehicle will remain parked for the entire time until I depart for home.
- If I have disagreements with another individual, I will work them out by discussion either on my own or with the help of an adult leader.
- If I am uncomfortable or confused during any activity, I will express my feelings to an adult leader so that we can find a better way of working.
- I will help to create a place at Children’s Forest where young people participate and have a voice in what happens.
- I will abide by Children’s Forest’s Eco-Leader Performance and Review Guidelines.

I have read and understand the above.

Participant’s Signature

Date

Children’s Forest Applicant Questionnaire

Children's Forest Eco-Leader Interests

Please read the following descriptions of various Children's Forest Youth Leadership Program areas. Place a check mark next to those teams that you are interested in helping.

Eco-Leader Hosts

These Eco-Leaders staff the Children's Forest Visitor Information Center (the only one in the nation staffed by youth), welcoming guests, providing information, and encouraging responsible recreation. These Hosts also staff the Naturalist exhibit at the Visitor Information Center, sharing interesting facts about the local plant and animal life.

Campfire Naturalists

Members of this team are widely recognized as the "event of the evening" at local resorts and campgrounds. They present slideshows, skits, interactive games and songs, and other activities that entertain and educate visitors about the forest.

Field Naturalists

Our field naturalists guide interpretive hikes on the Children's Forest Interpretive Trail and our new Exploration Trail, teaching visitors about the plants and animals in the forest and the history of the area. These activities also include leading and assisting with the school snowshoe programs held for the RIM School District.

Great Seeds Restoration Team/Trail Crew

This crew is responsible for patrolling and maintaining our Children's Forest Interpretive Trail and the Children's Forest Exploration Trail. Eco-Leaders will get their hands dirty fixing and maintaining trails while helping trail users learn how to recreate responsibly on our public lands. This team will also help with planting projects, removing invasive species, watering, and other aspects of restoration.

Great Seeds Greenhouse

This team will spend time with Forest Service botanists to learn about all aspects of restoration work, including seed collection, planting projects, maintaining a native plant greenhouse, and monitoring planting project successes.

Fire Lookout Hosts

These Eco-Leaders help the adult volunteers at Keller Peak Lookout with duties related to staffing a fire lookout. These duties include reporting weather, determining locations of fires, and interpreting fire lookouts to guests that visit the tower. Eco-Leaders must be at least 15 years of age to participate on this team.

Special Events

Work on our annual events such as; fall festival, earth day, pinecone festival, forest festival, and other community/Children's Forest events. Other events may come up throughout the year as well.

Children's Forest Disciplinary Procedure (To be signed by Eco-Leader and Parent/Guardian)

If a Volunteer is having performance or behavior problems in any regard, the following procedure will be followed:

1. Give the volunteer a warning that their behavior/current performance is not acceptable and give the reasons why. This warning will be given *in private*, between a staff member or adult leader and the Eco-Leader. Discuss alternative approaches for the next time. Engage the volunteer with questions and encourage discussion. Fill out a Volunteer Incident Report and send to the Children's Forest Program Coordinator.

2. Should a second warning become necessary, the Program Coordinator will issue the warning. In the case of a second warning, contact the Program Coordinator to set up a meeting between the Program Coordinator and the Eco-Leader. The Program Coordinator will determine if the volunteer's parent(s) or guardian(s) need to be present to discuss the problem. Fill out a Volunteer Incident Report and send to the Program Coordinator. The Program Coordinator will document the outcome of the meeting.

3. Should a third warning become necessary, the Program Coordinator will issue the warning and place the volunteer on probationary status. Fill out a Volunteer Incident Report and send to the Program Coordinator. Any further infractions will result in immediate dismissal from the program. The Eco-Leader's parent(s) or guardian(s) will be notified in person or by phone, as well as by mail that they youth has been dismissed from the Children's Forest Youth Leadership Program and will be ineligible to participate in future volunteer opportunities with Children's Forest.

Examples of inappropriate behavior that merits a warning may include, but is not limited to:

- Failure to follow directions
- Representing Children's Forest in any manner considered inappropriate
- Fighting, stealing, or inappropriate language
- Failing to fulfill volunteer job duties or providing poor customer service
- Teasing, harassing (including sexually, racially, or culturally), or abusing others
- Improper use of equipment
- Failure to abide by the Eco-Leader Contract I have signed

I have read the above performance review guidelines and agree to abide by them. I will actively work towards the improvement of Children's Forest Volunteer Programs and my own skills and abilities.

Participant's Signature

Date

Parent's/Guardian's Signature

Date

Children's Forest
Volunteer Uniform Order Form

You are *required* to wear a Children's Forest polo-style uniform shirt and name badge any time you are interfacing with the public. Please order your polo shirt below.

Name: _____
(this is how it will appear on name badge)

Phone: _____

Uniform Size (adult sizes) and #: _____ (S) _____ (M) _____ (L) _____ (XL)

FOR OFFICE USE ONLY!

Date Order Received _____ Date Delivered to Vol. _____

Amount Paid: _____ Type of Payment: Cash _____ or Check # _____