



Volunteer Application

The mission of the Botanical Research Institute of Texas (BRIT) is to conserve our natural heritage by deepening our knowledge of the plant world and achieving public understanding of the value plants bring to life. Volunteers are critical to our work. Thank you for your interest in working with us.

To better accommodate your interests and skills, please complete the information below and send it by mail, email or fax to the address listed at the end of this document.

Today's Date: _____

Contact Information

Name: _____

Address: _____
(Street Address) (City) (State) (Zip Code)

Email Address: _____

Daytime Phone: _____ Is this your: [] Home [] Mobile [] Work

Evening Phone: _____ Is this your: [] Home [] Mobile [] Work

Date of Birth: _____ Age: _____

Emergency Contact: _____
(Name) (Phone) (Relationship)

How did you learn about volunteering with BRIT?

Please describe your preferred volunteer position (if known):

Why do you want to volunteer with BRIT?



Volunteer Experience

Organization: _____ Dates: _____

Supervisor: _____ Title: _____

Duties:

Organization: _____ Dates: _____

Supervisor: _____ Title: _____

Duties:

Volunteer Schedule

When are you interested in volunteering?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How many hours per week / month are you interested in volunteering? _____ Week _____ Month

Are you seeking volunteer hours to apply toward one of the following programs?

Texas Master Gardener: _____ Texas Master Naturalist: _____ Community Service: _____

Other Program: _____ please specify: _____

Volunteer Skills & Interests

Are you interested in working indoors or outdoors? _____Indoors _____Outdoors _____Both

Are you interested in working with the public? _____Yes _____No

Do you prefer working with adults or children? _____Adults _____Children _____Both



Indicate where you have existing skills ("S") and/or interests ("I"):

<input type="checkbox"/> Mounting plant specimens	<input type="checkbox"/> Filing plant specimens	
<input type="checkbox"/> Accessioning plant collections	<input type="checkbox"/> Digitizing plant specimens	
<input type="checkbox"/> Preserving fragile books	<input type="checkbox"/> Cataloguing library materials	
<input type="checkbox"/> Editing Scientific Articles	<input type="checkbox"/> Public Speaking	
<input type="checkbox"/> Plant Identification	<input type="checkbox"/> Taxonomy	<input type="checkbox"/> Human uses of plants
<input type="checkbox"/> Medicinal plants	<input type="checkbox"/> Poisonous plants	<input type="checkbox"/> Field research
<input type="checkbox"/> Living Roofs	<input type="checkbox"/> Landscape Mgmt	<input type="checkbox"/> Soils
<input type="checkbox"/> Geology	<input type="checkbox"/> Watersheds	<input type="checkbox"/> Habitats
<input type="checkbox"/> Entomology	<input type="checkbox"/> Wildlife	<input type="checkbox"/> Herpetology
<input type="checkbox"/> Teaching, specify ages subjects _____		
<input type="checkbox"/> Program Delivery	<input type="checkbox"/> Program Preparation	<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Survey Development	<input type="checkbox"/> Media / Public Relations
<input type="checkbox"/> Email Marketing	<input type="checkbox"/> Website Content	<input type="checkbox"/> Online Video
<input type="checkbox"/> Facebook	<input type="checkbox"/> Twitter	<input type="checkbox"/> Other Social Media
<input type="checkbox"/> Photography	<input type="checkbox"/> Video Taping	<input type="checkbox"/> Video Editing
<input type="checkbox"/> Event Management	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Grant Writing
<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Merchandising	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Guiding Tours	<input type="checkbox"/> Visitor Relations	<input type="checkbox"/> Answering Phones
<input type="checkbox"/> Working alone	<input type="checkbox"/> Working in teams	<input type="checkbox"/> Supervising others
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Filing / Organizing	<input type="checkbox"/> Preparing mailings
<input type="checkbox"/> LEED Buildings	<input type="checkbox"/> Building maintenance	<input type="checkbox"/> Carpentry / Crafts
<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Excel	<input type="checkbox"/> MS PowerPoint
<input type="checkbox"/> MS Access	<input type="checkbox"/> MS Publisher	<input type="checkbox"/> Blackbaud Raisers Edge
<input type="checkbox"/> Adobe InDesign CS	<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> GIS/GPS/Mapping
<input type="checkbox"/> Computer Programming, specify environments, languages, web or database experience _____		
<input type="checkbox"/> Other, please specify: _____		

Languages

Indicate languages you are fluent speaking with an "S" and writing with a "W"

<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Italian
<input type="checkbox"/> French	<input type="checkbox"/> German	<input type="checkbox"/> Russian	<input type="checkbox"/> Arabic
<input type="checkbox"/> Japanese	<input type="checkbox"/> Chinese	Other: _____	



Education / Training

What level of education have you completed? _____High School _____College _____Other

Field of Study: _____

Other Applicable Training or Certifications (Master Naturalist, Master Gardner, etc.):

Employment History

Current or Most Recent Employer: _____

Position: _____ Dates: _____

Supervisor: _____ Title: _____

Prior employment experiences:

Employer: _____

Position: _____ Dates: _____

Employer: _____

Position: _____ Dates: _____

References

Personal Reference

Name: _____ Telephone: _____

Address: _____

Professional (Paid or Volunteer)

Name: _____ Telephone: _____

Address: _____



Confidentiality Agreement

The board of trustees, staff, members, donors, volunteers, and partners of the Botanical Research Institute of Texas (BRIT), trust that records are kept confidential. As a volunteer, I may, during the course of my volunteer work, have access to documents, data, strategies or other information relating to BRIT, its donors, and its activities which may not be known to the general public. My work may involve sensitive issues receiving significant scrutiny, or knowledge of research results, plant locations, or discoveries.

As a Volunteer, I agree to hold in complete confidence, information about publications, research, collections, education programs, members, and financial data. For this reason, any documents or information provided to me may not be shared, under any circumstances, with any other organization or any individual without the prior written permission of BRIT.

Consent Agreement

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the Botanical Research Institute of Texas (BRIT). I authorize BRIT, its affiliates and their representatives to investigate all information given and to secure additional job-related information, if necessary.

I authorize an investigative report to be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, friends, neighbors, or others with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. This information may include, but is not limited to, verification of previous employment and employment references, verification of education including requests for transcripts, motor vehicle driving records and criminal reports, etc. I hereby release from all liability or responsibility all persons, companies, organizations or corporations furnishing such information.

As a volunteer, I agree to:

- Adhere to the philosophy and policies of BRIT.
- Complete all required volunteer training.
- Participate in individual supervision with staff or other volunteers as required.
- Complete and submit paperwork as required.
- Return all materials and equipment in similar condition to how it was originally provided to me.
- Provide 30 days notice and complete all assignments before terminating volunteer work.
- Not conduct personal business while volunteering for BRIT.

Signature of Applicant

Date

Signature of Parent/Guardian, if applicant is under 18 years old

Date

Printed Name of Parent/Guardian

Relationship



Plant to planet.™

Please return your completed application via one of the methods below. If you have any questions, contact the Volunteer Program Office at 817-546-1846.

Mail to: Volunteer Program Office, BRIT, 1700 University Drive, Fort Worth, TX 76107-3400

Email to: volunteer@brit.org

Fax to: 817-332-4112