

# The University of Texas at Austin MARINE SCIENCE INSTITUTE

## Volunteer Packet



### Checklist:

- Volunteer Application
- Volunteer Assignment and Summary of Duties
- Volunteer Personal Equipment Liability Waiver
- Volunteer Copyright Agreement
- Volunteer Photo Release
- Photocopy of proof of health insurance (insurance card)
- Photocopy of driver's license or some form of photo identification
- Volunteer (Minor) Consent of Parent or Legal Guardian (This form must be signed by parent/legal guardian in the presence of the Volunteer Coordinator)
- Background Check Form (Only for youth camp volunteers)
- Completion of volunteer compliance training requirements (ask your volunteer supervisor for a copy of the compliance training modules)
- Emergency Contact Card

All forms must be completed in their entirety (if applicable) and returned to the appropriate UTMSI volunteer supervisor. If the Volunteer is a Minor, the parent/legal guardian must accompany the Minor to turn in these forms. Please contact the Volunteer Coordinator if you need more information. Applications can be turned in to the Volunteer Coordinator at 750 Channel View Dr. Port Aransas, TX 78373.



**The University of Texas at Austin  
Marine Science Institute  
Volunteer Biographical Record**

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First Name and Middle Initial

\_\_\_\_\_  
Maiden/Alias

\_\_\_\_\_  
Current Street Address:

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Email address (required)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
\*Date of Birth

\_\_\_\_\_  
\*UTEID

\_\_\_\_\_  
Permanent Address:

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Please check one:

U.S. Citizen

Non-resident alien\* – Country \_\_\_\_\_

Permanent Resident – Country \_\_\_\_\_

Foreign address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

The University of Texas at Austin  
VOLUNTEER APPLICATION

Please Print

(VOL-B1)

Volunteer Applicant Last Name	First	Middle	
Mailing Address: Street	City	State	Zip Code
Primary Phone		Email	
Date of Birth	Gender	Driver's License	State Issued
Highest Education Completed/Training/Licenses			
Current Employer		Position	
Have you ever worked for the University? If yes, dates of employment, department and job title.			
Have you ever been convicted of a crime other than minor traffic violations? If yes, please explain.			
Emergency Contact Name	Relationship	Phone(s)	

REFERENCES:			
Name:	Relationship	Name:	Relationship
Address:	Phone	Address:	Phone

I understand and agree that I am volunteering solely for personal purposes and without any promise or expectation of compensation, fees, benefits or future employment with the university. I further understand and agree that my volunteer service may be terminated at any time without cause or recourse.

I understand and agree to abide by the rules, policies and procedures of the University of Texas at Austin and all applicable State and Federal laws. Further, I will familiarize myself with such laws, rules, and policies, including conduct, confidentiality, conflicts of interest, ethical behavior, equal opportunity, compliance and safety.

In consideration of my participation as a volunteer, I hereby release and agree to indemnify and hold harmless the University of Texas and its officers, employees and agents from any liability for any loss, cost, or damage to me or my property arising out of or in connection with my activities or performance of my volunteer work. I agree that all information, property and materials received and/or created by me in connection with performance of my volunteer work are property of the University and I will return them promptly upon request or termination of my service.

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that the University of Texas is a government agency and that this application is a government document and that making false statements on a government document is a violation of law. I hereby give the University permission to inquire into my education, references, driving record, employment, and volunteer history.

Signature of Volunteer

Date

**Proof of health insurance is required and must be attached**

The University of Texas at Austin  
VOLUNTEER ASSIGNMENT AND SUMMARY OF DUTIES

(VOL-C1)

Please Print

Volunteer Last Name: First Middle

Volunteer Assignment Start Date: End Date: (must not extend past end of current fiscal year)

Marine Science Institute

Department:

Volunteer Position/Job Title:

**PLEASE NUMBER THE BOX BESIDE THE DESIRED VOLUNTEER JOB DESCRIPTION BELOW WITH A 1, 2 OR 3; 1 BEING THE MOST DESIRED OR WRITE THE DESIRED JOB DESCRIPTION IN THE BLANKS BESIDE "OTHER DUTIES."**

**Animal Rehabilitation Keep (ARK) Volunteer:**

**Volunteers who come in regularly, usually doing one 4-hour morning or afternoon shift each week.** Assist with the daily operations of the ARK under supervision of the ARK Animal Attendants. Prepare animal feeds (fish, squid, grains, vegetables and fruits), change animal housings and bedding (carriers, cages, outside enclosures, sea turtle tanks and land turtle enclosures) and clean soiled housings (hose and scrub carriers, hose and sweep outside enclosures), wash animal feed containers, wash and fold animal bedding (using washer and drier), keep area under Turtle House clean, stack and fold cardboard containers and plastic bottles for recycling, and feed animals according to schedule (pelicans, gulls, turtles and tortoises). Assist Attendants in moving animals when necessary.

**Volunteers who help when the need arises for special events and in doing sea turtle patrols during the nesting season (FOTA Friends of the ARK).** These are volunteers who may be sub-permittees under Director Tony Amos's permits and who have usually done training. Help at the ARK when construction or renovation is required on animal enclosures or other infrastructure. Assist at ARK events held on UTMSI grounds or elsewhere such as Open House, the Whooping Crane Festival, fund raisers: pre-and post event preparation by providing transportation (non-UT vehicles) and general labor. Assist in the release of large sea turtles at the ARK (preparation), on the beach, or out at sea. Assist in the rescue and moving of big animals in the field and at the ARK. Assist in the major cleaning of the big turtle tanks. Conduct sea turtle surveys using the ARK's ATV during the nesting season (March 1 through September 15) or assist Tony Amos on San Jose Island surveys. Perform some animal rescues (after training) or pick up animals at various locations outside the Mustang Island area.

**Education Volunteer:**

Assist staff at festivals or events (Earth Day Bay Day, Whooping Crane Festival, Open House, etc.). Duties may include assisting with education programs, setting up and tending interactive/information booths, and related miscellaneous tasks as needed.

Greet visitors at the Bay Education Center (BEC) in Rockport, Texas. Sporadically help as a substitute educator for Science on a Sphere presentations.

Lead public tours of the Wetlands Education Center (WEC).

Operate the video projector to show afternoon movies in the Visitor Center auditorium.

Assist UTMSI staff in maintaining aquaria. This may include feeding animals and cleaning tanks.

Assist education staff with programming for K-12 school children, the general public and Elderhostel groups. Duties may include leading tours of the Wetlands Education Center (WEC) and assisting with K-12 educational programs at the WEC, BEC, and/or other UTMSI administered locations. Volunteers may also help the naturalist with programming and safety aboard the R/V KATY if 18 years or older and in good physical condition.

**Lab Volunteer:**

Assist researchers in laboratory experiments. Duties may include data entry, data analysis, water/sediment filtration, setting up/taking down and organizing equipment, preparing media and solutions, maintenance and cleaning of glassware and equipment, resolving problems with equipment, and care of animals and various microscopic organisms.

**Invasive Species Volunteer:**

Help remove Brazilian pepper trees from UTMSI property

Help remove invasive species of plants from the WEC. Also assist in replanting native species of plants. Potentially help grow seedlings or cutting of native plants. Volunteer must be in good physical condition able to handle harsh climatic conditions such as **high temperatures or strong winds.**

**Citizen Science Volunteer:**

Assist researchers by collecting data for active projects. Volunteers may be required to lift ~10lbs, walk >.5 miles, work on a dock above

water, and use a hose. Specific duties and conditions will vary based on sample location.

**Other Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to acknowledge that I desire to volunteer my services, performing the duties listed above and that volunteer services rendered by me will be at the direction of the above named supervisor. Further, I affirm that I understand that I must abide by all University policies and regulations and that I serve at the pleasure of the University.

\_\_\_\_\_  
Signature of Volunteer Date

\_\_\_\_\_  
Volunteer Supervisor's Name: UT Position/Job Title Phone

**APPROVAL OF AUTHORIZED UNIVERSITY PERSONNEL:**

\_\_\_\_\_  
Signature of Volunteer Supervisor: Date

\_\_\_\_\_  
Signature of Volunteer Coordinator: Date

\_\_\_\_\_  
Signature of Administration Official: Date

The University of Texas at Austin  
**VOLUNTEER PERSONAL EQUIPMENT LIABILITY WAIVER**  
(Required for Volunteers That Provide Personal Equipment)

(VOL-D1)

Please Print

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code

**Personal Equipment Liability**

I, the above named volunteer, have voluntarily agreed to provide my own personal equipment for use by me in performing my volunteer services. I understand that my equipment may be exposed to other participants and the general public. I understand that it is my personal responsibility to take whatever reasonable precautions may be necessary to protect my personal equipment from damage or loss. I further understand that the University of Texas is not responsible for any damage or loss of my personal property suffered as a result of my participation in or in connection with the performance of my volunteer services for any reason. Accordingly, I hereby release and hold harmless the University of Texas and its officers, employees and agents from any liability for any loss, cost, or damage to my personal property for any reason whatsoever arising out of or in connection with my activities or performance of my volunteer work.

It is the stated intention of both the volunteer and the University that all creative “Works” received and/or created by the volunteer in connection with performance of volunteer work, are to be the sole and exclusive property of the University. “Works” means works of authorship and any contribution in such works, created by a volunteer in the course of performing their volunteer assignment, or otherwise, for the use or benefit of the University, and includes web design, software, systems, programming, graphics, text, audio, video, artwork, drawings, photographs, plans, materials, scripts, exhibits, music, choreography, or other items of intellectual property. If, however, I as volunteer should be deemed “author” and owner of the copyright in any such Works, I hereby grant to the University the rights described below.

**Copyright Use License**

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I, the above named volunteer, hereby grant the University of Texas at Austin a perpetual, non-exclusive, worldwide, royalty-free license to reproduce and publicly display the Works, in whole or in part, and to incorporate the Works, in whole or in part, into other works, in any format, size, resolution, or media as determined solely by the University of Texas at Austin.

\_\_\_\_\_ (Initial Here)

**Copyright Assignment:**

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I hereby assign to the University of Texas at Austin all right, title, and interest worldwide in and to the Works, including the copyright to the Works and all works based upon, derived from, or incorporating the Works. \_\_\_\_\_ (Initial Here)

**Photo Release**

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I, the above named volunteer, hereby grant the University of Texas at Austin permission to publish and use without obligation in print, electronic or video format, for educational, public relations, publicity and promotional purposes for the use and benefit of the University, any photograph, likeness or image of myself either alone or with others and any stories, illustrations and accounts in which I appear in connection with my volunteer service. I understand and agree that I am to receive no compensation of any kind, monetary or otherwise, on account of or arising from the production, publication, recording, rebroadcasting, or other use of such material.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature (Volunteer Supervisor):

\_\_\_\_\_  
Date

The University of Texas at Austin  
**VOLUNTEER (MINOR) CONSENT OF PARENT OR LEGAL GUARDIAN**  
 (Required for Volunteers Under 18 Years of Age)

(VOL-B3)

**MINOR VOLUNTEERS MUST BE AT LEAST 15 YEARS OF AGE TO VOLUNTEER WITHOUT THE SUPERVISION OF A PARENT OR ADULT GUARDIAN. This form must be signed by a parent/legal guardian in the presence of an MSI Administrative Staff Member, if the minor volunteer will be working without a parent or adult guardian present.**

**MINOR VOLUNTEERS MUST BE AT LEAST 12 YEARS OF AGE TO VOLUNTEER WITH THE SUPERVISION OF A PARENT OR ADULT GUARDIAN.**

**\*MUST BE 18 YEARS OR OLDER TO VOLUNTEER FOR THE R/V KATY**

Please Print

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code
Date of Birth	Gender	Driver's License #State	
Volunteer Position/Job Title:			
Summary of Volunteer Position/Job Duties:			

I certify that I am the parent/guardian with legal responsibility for the above named volunteer. I have read the volunteer assignment position description above and I hereby grant my permission for him/her to participate as an unpaid volunteer for the University of Texas at Austin. I affirm that I understand that he/she must abide by all University policies and regulations and that he/she will serve at the pleasure of the University. I further hereby consent and agree to his/her release as provided in the volunteer application, and for myself, my heirs, assigns, and next of kin, I hereby release and agree to indemnify and hold harmless the University from any and all liabilities arising out of or incident to my minor child's involvement as a Volunteer, to the fullest extent permitted by law.

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Signature of Parent or Guardian Date

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Print Parent or Guardian Last Name First Middle

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Home Address: Street City State Zip Code