

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 Emergency Contact Card
- Copy of health insurance card
- Copy of driver's license or other photo ID

If applicable:

- Volunteer (Minor) Consent of Parent or Legal Guardian
- Background check form - only needed when working with minors

All applicable forms must be completed in their entirety and returned to the UTMSI Volunteer Coordinator. Please contact the Volunteer Coordinator if you need more information. Applications can be mailed to the Volunteer Coordinator at 750 Channel View Dr. Port Aransas, TX 78373 or you can email the forms to lilly.andersen@austin.utexas.edu

Once you have received your UT EID and your paperwork has been processed, you will need to complete three trainings online through UTLearn: Compliance & Ethics, Equal Employment Opportunity, and Information Security Awareness.

The University of Texas at Austin
VOLUNTEER APPLICATION

Last Name	First Name	Middle Name	UT EID*
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Street Address	City	State	Zip Code
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Primary Phone	Email
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Date of Birth	Driver's License #	State Issued
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Highest Education Completed/Training/Licenses

Current Employer	Position
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Have you ever worked for the University? If yes, provide dates of employment, department, and job title.

Have you ever been convicted of a crime other than minor traffic violations? If yes, please explain.

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
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*If you do not have or know your UT EID, please go [here](#) to find/create one

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

Please Print

Last Name

First Name

Middle Name

PLEASE CHECK THE BOX BESIDE THE VOLUNTEER POSITION(S) YOU ARE INTERESTED IN BELOW.

Animal Rehabilitation Keep (ARK) Volunteer:

- Regular Volunteer:** Come in regularly each week for a 4-hour morning or afternoon shift. Assist with the daily operations of the ARK under supervision of the Animal Attendants. Duties include preparing animal feed (fish, squid, grains, vegetables, and fruits), feeding and giving medication to animals according to schedule, changing animal housings and bedding (carriers, cages, outside enclosures, sea turtle tanks, etc.), cleaning soiled housings, washing animal feed containers, washing and folding animal bedding, cleaning area under Turtle House, and assisting Animal Attendants in moving animals when necessary. Assist in the release of large sea turtles at the ARK, on the beach, or out at sea.
- Animal Rescue:** After receiving training, perform animal rescues- typically of turtles or birds. Pick animals up at various locations in the Mustang Island area. Assist in the rescue and moving of big animals in the field and at the ARK. Help at the ARK during construction or renovation of animal enclosures or infrastructure. Assist in the major cleaning of the big turtle tanks.
- Events:** Assist at festivals or events that take place on UTMSI grounds or elsewhere. Duties may include pre-event preparation, post-event takedown, taking photographs, providing transportation (in non-UT vehicles), general labor, and misc. tasks as needed.
- Turtle Patrol:** Conduct sea turtle surveys using the ARK's ATV during the turtle nesting season (March 1- September 15). May also assist in San Jose Island surveys.
- Friends of the ARK:** Support fundraising efforts for the ARK. This may include selling merchandise in exchange for donations. If interested in volunteering with FOTA, contact Lee Harrison at friends@friendsoftheark.org or (361) 332-6361.

Education Volunteer:

- Events:** Assist staff at festivals or events. Duties may include assisting with education programs, setting up and facilitating interactive/informational booths, taking photographs, and related miscellaneous tasks as needed.
- Bay Education Center:** Greet visitors at the Bay Education Center (BEC) in Rockport, Texas. Sporadically help as a substitute educator for Science on a Sphere presentations.
- WEC Tours:** Lead public tours of the Wetlands Education Center (WEC). These tours occur on Tuesday and Thursday mornings.
- ARK Tours:** Lead public tours of the Amos Rehabilitation Keep (ARK). These tours occur on Wednesday and Friday mornings.
- Patton Center Docent:** Work a regular 3-hour shift as a docent for the Patton Center for Marine Science Education in Port Aransas, TX. Docents greet guests, monitor the touch tanks, educate the public on aquaria exhibits, answer questions, and help the public interpret and interact with static graphics and their associated activities.
- Programming:** Assist education staff with educational programming for K-12 students and the general public. Programs may occur at the WEC, BEC, and/or other UTMSI administered locations.
- R/V Katy:** Assist education staff/naturalist with programming and safety aboard the R/V Katy. Must be 18 years or older and in good physical condition. Programs on this research vessel are typically 4 hours in duration, so volunteer must be able to endure variable weather conditions and be willing to get wet and dirty while on-board for extended periods of time.
- Aquaria:** Assist UTMSI staff in maintaining aquaria. Duties may include feeding animals and assisting with cleaning tanks, life

support systems, and tools.

Collection: Assist the Aquarium Education Specialist with collection of fish and other animals as needed for the aquaria in the Patton Center for Marine Science Education. Volunteer must be able to endure varying weather conditions, be willing to get wet and dirty, and be physically fit enough to help transport buckets and coolers filled with water and fish. Possible collection methods include seining, trapping, netting, fishing with a rod and reel, and snorkeling.

Clerical Work: Assist with scanning and organizing documents such as permission slips and photo release forms that are collected from program participants.

Stewardship Volunteer:

Invasive Species Removal: Help remove invasive species of plants from UTMSI property and assist in replanting native plant species. Help grow seedlings or cuttings of native plants. Volunteer must be in good physical condition and able to handle harsh climatic conditions such as high temperatures or strong winds.

Field Experiments: Assist researchers in field experiments. Duties may include sediment sampling, flora and fauna identification, water sampling, and monitoring transects. Volunteer must be able to handle harsh climatic conditions such as long hours in high temperatures. Duties may include transportation on boat or ATVs over potentially rough terrain or waves. Specific duties and conditions will vary based by experiment.

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.

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 assignment. 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

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

Last Name	First Name	Middle Name	
Street Address	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
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The University of Texas at Austin
VOLUNTEER EMERGENCY CONTACT CARD

Volunteer's Last Name	First Name	Middle Name
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Street Address	City	State	Zip Code
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Primary Phone	Email
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Health Insurance Carrier	UT EID*
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Emergency Contacts:

Primary Contact Name	Relationship	Phone Number
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Secondary Contact Name	Relationship	Phone Number
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Signature of Volunteer	Date
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