



# Eden Mill Nature Center Adult Volunteer Application Form

<b>In-House Use ONLY</b>
Received: _____
Active Screening: _____
Photo ID Received: _____
Date Emailed: _____
Access Contact List: _____
Gmail List: _____

Please print legibly and complete all questions.

## Personal Information

Name: \_\_\_\_\_  
*First Middle Last*

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How Did You Hear About Eden Mill? \_\_\_\_\_

## Volunteer Teams and Opportunities- Check all that may interest you. Training is provided.

<input type="checkbox"/> <b>Art Show</b> - Help coordinate our annual Art Show of artwork created by the Eden Mill volunteers of all ages.	<input type="checkbox"/> <b>Nature Center Greeter</b> - Host the nature center on select Sunday afternoons.
<input type="checkbox"/> <b>Bluebird</b> - Help maintain and monitor the bird boxes and feeders.	<input type="checkbox"/> <b>Program Assistant</b> - Assist with facilitating programs as needed.
<input type="checkbox"/> <b>Canoe</b> - Learn to lead or assist with canoe trips.	<input type="checkbox"/> <b>Trails</b> - Meet once a month from spring to fall and spend a few hours maintaining the trails' beauty.
<input type="checkbox"/> <b>Fundraising</b> - Organize and set-up fundraising events.	<input type="checkbox"/> <b>Volunteer</b> - Assist with volunteer record keeping and communication with volunteers concerning updates, meetings, etc.
<input type="checkbox"/> <b>Garden</b> - Help with gardening projects, programs, and gardening maintenance.	<input type="checkbox"/> <b>Other</b> - please explain: _____
<input type="checkbox"/> <b>Grist Mill</b> - Learn the history of the mill and machinery and help to preserve the historic nature of the museum.	_____

## Volunteer Code of Conduct

1. No physical contact with minors.
2. Never be alone with a minor. Always have another Eden Mill adult volunteer present or the child's parent.
3. During an Eden Mill water-based activity, PFDs must be worn by children 12 and under when within 10 feet of the water.
4. Be aware of emergency procedures and weather.
5. To work with or handle live EMNC animals, volunteers must have completed our live animal training.
6. Dress appropriately as an Eden Mill representative and for the job at hand.
7. Exhibit a positive can-do attitude, staying open to feedback.
8. Constantly be aware of park visitors and their actions.
9. Use reasonable judgment for decisions made in the absence of an established policy. Then notify the office as soon as possible for future guidance and clarification.

## Background Verification Information

All volunteers and programmers, age 18 and over, must complete and pass the online background check through Active Screening.

A person must complete the online background check process when they complete the initial volunteer application. To continue volunteering, a person must complete the process approximately every two years starting in January of the 2<sup>nd</sup> year following the initial background search e.g. if the initial date of the background check was April 1, 2021, the next required search would be January 2023, then January 2025, etc. The cost for each background check is \$7.95.

If you choose to decline the background check or you do not complete and pass the background check, your application and request to become a volunteer will be denied.

Active Screening conducts the background checks and serves as the repository for all results. Eden Mill Nature Committee Inc. will not receive any details of a criminal background check, only a notification of approved or not approved to volunteer. Active Screening is the site used by numerous organizations throughout the area. Contact Active Screening to identify the actual process used to protect information.

Disqualifying factors on pending convictions and/or arrests for the following:

- Sex offenses and misconduct
- Child abuse or domestic violence convictions
- Violent felonies
- Felonies (other than sex or violence related) within the past ten years
- Misdemeanors within the past seven years

**To complete your online background check:** Visit Eden Mill's website at [www.edenmill.org](http://www.edenmill.org). Click on *Volunteering* along the top bar. Then, click *Background Checks* in the green bar and you will be taken directly to Active Screening to complete your background check.

## Certification

I agree to the Volunteer Code of Conduct. I understand that Eden Mill Nature Committee, Inc. will need to check a photo ID to confirm my identity before the application process is complete.

I do hereby expressly agree to release Harford County, Maryland, a body corporate and politic of the State of Maryland, and its elected and appointed officials, agents, officers, and employees, and volunteers and Eden Mill Nature Committee, Inc., 1 501 (c) (3) organization, its employees, volunteers and agents from all liability arising from any harm or injury, including death, sustained by me while participating in this program.

In accordance to Maryland law, I understand that information on Youth Sports Concussion and Head Injuries is available at <http://www.cdc.gov/headsup/youthsports/index.html> and information on Sudden Cardiac Arrest at <https://www.nhlbi.nih.gov/health-topics/sudden-cardiac-arrest>.

Unless otherwise indicated in writing, photographs of participants may be taken while participating in activities for use in publications. No personal information other than the participant's first name will be released under any circumstances.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By checking this box, I understand and agree that this is a legal representation of my signature and agree to be legally bound by this document.

**Return your completed application to: 1617 Eden Mill Road Pylesville, MD 21132**

**Phone:** 410-836-3050

**Email:** [edenmillnaturecenter@gmail.com](mailto:edenmillnaturecenter@gmail.com)

**Website:** [www.edenmill.org](http://www.edenmill.org)  
**Revised:** May 2021