



## Durward's Glen Retreat and Conference Center Volunteer Application

Thank you for your interest in volunteering at Durward's Glen! All volunteers must submit a completed volunteer application and attend an orientation session.

### VOLUNTEER INFORMATION

Name: _____		Date: _____	
Last	First	Middle	
Date of Birth: ____ / ____ / ____		Age: ____	
Email Address: _____			
Home Address: _____		City: _____	State: ____ Zip: _____
Phone: _____			
Home	Cell	Work	
Emergency Contact Name: _____		Phone: _____	
Occupation: _____		Highest Education Level: _____	
Are you a student? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" name of school: _____			

Have you volunteered with Durward's Glen before?  Yes  No If "Yes," when? \_\_\_\_\_

Do you have any conditions or allergies that may affect your ability to perform certain tasks?  Yes  No

If "Yes" please explain: \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony?  Yes  No If "Yes" please explain: \_\_\_\_\_

Are you volunteering to complete court-ordered community service?  Yes  No

*\*All applicants will have background checks prior to beginning their volunteer commitment with Durward's Glen.*

### VOLUNTEER INTERESTS

Why would you like to volunteer with Durward's Glen? What special skills you would like to contribute?

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Most Durward's Glen volunteer positions require a minimum six-month time commitment. Are you able to commit to at least six months?  Yes  No If "No" please explain: \_\_\_\_\_

#### Please check the positions in which you may be interested:

\_\_\_\_\_ **Housekeeping:** Help with cleaning rooms. Not glamorous work, but essential to the work we do, and great exercise! Requires a regular time commitment.

\_\_\_\_\_ **Maintenance:** Put your fix-it skills to work on our buildings and grounds. Scheduled or drop-in positions available.

\_\_\_\_\_ **Office:** Answer phones and email, create/maintain documents and spreadsheets. Schedule retreats and meetings. Give tours of buildings and/or grounds. Requires a regular time commitment.

\_\_\_\_\_ **Photography:** Document the beauty of the Glen to improve marketing materials, including our website.

\_\_\_\_\_ **Special Events:** Represent the Glen at the many special events held each year, including art and music festivals. Duties may include setting up displays, staffing booths, giving tours, and cleaning up.

\_\_\_\_\_ **Gardening/Groundskeeping:** Winter volunteers shovel paths and trails, plow driveways, and spread salt and sand. In other seasons, maintain flower beds, trees, and shrubs.

#### **VOLUNTEER APPLICATION AGREEMENT**

I certify that the statements made on this application are true and have been given voluntarily. I understand that this information may be disclosed to other parties, including for such purposes as criminal background checks, and I release Durward's Glen OLRG, Ltd. from any liability whatsoever for supplying such information. I also understand I will not be paid for my services as a volunteer. In consideration of Durward's Glen accepting my application for participation in Durward's Glen programs, I agree to release and hold harmless Durward's Glen from and against any and all loss, damage, claims, liability, costs, and expenses of any nature whatsoever, including without limitation, attorney's fees and disbursements arising from or occasioned by my participation in Durward's Glen programs. I agree that Durward's Glen may photograph my participation in this program and I hereby release any such photographs to Durward's Glen for use in its programs, publications, and purpose.

**Your Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Please return completed application to:**

Durward's Glen OLRG, Ltd.

E11876 McLeisch Road

Baraboo, WI 53913

Email: theglen150@gmail.com

Phone: 608-356-8813

#### **OFFICE USE ONLY**

Initial Contact Date \_\_\_\_\_ Position \_\_\_\_\_ Orientation Completion Date \_\_\_\_\_