

Poplar Grove

PLANTATION

Poplar Grove is currently recruiting volunteers, 18 and older, who support our mission of promoting the spirit of the Lower Cape Fear Region through conservation, education and preservation, reflecting upon the practices of a self-sustaining farm, slavery, tenant farming, legislation, technology, and the heritage arts.

Junior Volunteers (12-15) must present a separate application along with a parent application to volunteer. If presented with an opportunity to work in The Stables, volunteers between the ages of 12-15 must volunteer with a parent or guardian present.

All potential volunteers must submit a completed application and attend a Volunteer Orientation prior to placement. We also require that all volunteers participate in position-specific training as part of their volunteer/work experience.

If you support our mission and are willing to put forth the time to be trained, we encourage you to complete this application. The information submitted on this form will help us find the most satisfying, rewarding, and appropriate position for you.

VOLUNTEER INFORMATION

Name: _____

Email*: _____

Date of Birth: _____

*E-mail is our preferred method of contact. Our e-mail may be blocked by your filters; please check your junk e-mail folders if you have not received an e-mail from us confirming receipt of your application.

Address: _____

City: _____ State: _____ Zip: _____

Phone(Home/Cell): _____ (Work): _____

Do you have reliable transportation? (Y/N) _____ Valid Drivers' License? (Y/N) _____

HEALTH INFORMATION

Please list any *health conditions that affect your volunteer work – including any head, neck, back, joint, or heart issues, and any allergies:

*Please notify and inform a staff person if any protocol is required in case of an emergency, such as epi-pen injections, insulin shots, etc.

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

Briefly state why would you like to volunteer at Poplar Grove?

MAIN AREA OF INTEREST ___ The Stables ___ Farmers’ Market ___ Weddings
___ Manor House ___ Lawn & Grounds ___ Special Events

TYPE OF VOLUNTEER WORK PREFERRED

- ___ Stable Chores ___ Equine Care ___ Animal Feeding ___ Pasture Rehabilitation
- ___ Animal Bathing & Grooming ___ Barnyard Tours ___ Blacksmithing ___ Weaving
- ___ Basket-making ___ School Programs ___ House Tours ___ Gift Shop Assistant
- ___ Archiving ___ Building Maintenance ___ Construction ___ Exterior Painting
- ___ Electrical ___ Plumbing ___ Housekeeping ___ Flower Garden ___ Herb Garden
- ___ Vegetable Garden ___ Courtyard Landscaping ___ General Lawn Care ___ Exhibits
- ___ Info Booths/ Activities ___ Special Events Planning ___ Set-up/Break-down Events
- ___ Special Events Decorating ___ Special Events Staging ___ Special Events Catering
- ___ Special Events Promotion ___ Social Media (Facebook, Twitter, Instagram)
- ___ Photography ___ Clerical Work ___ Research ___ Fundraising Activities
- ___ Other: (list) _____

AVAILABILITY

What are your available times and days to volunteer? (Circle all that apply).

| | | | | |
|-----------|--------------------------|---------|--------------------------|-----------------------------------|
| Monday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon |
| Tuesday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon |
| Wednesday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon |
| Thursday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon |
| Friday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon |
| Saturday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon (limited opportunities) |
| Sunday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon (limited opportunities) |

Special Projects & Special Events

| | | | | | | |
|----------|--------------------------|---------|--------------------------|-----------|--------------------------|---------|
| Friday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening |
| Saturday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening |
| Sunday | <input type="checkbox"/> | Morning | <input type="checkbox"/> | Afternoon | <input type="checkbox"/> | Evening |

Volunteers will be on a “trial” basis within the first 30 days of volunteering. For specific areas of interest, such as The Stables, Manor House, Farmers’ Market, Weddings, or Lawn & Grounds, volunteers will be mentored or trained before placement. Volunteers will be notified if staff or lead volunteers feel they are unable to fulfill their duties and tasks within that initial time period.

Poplar Grove Foundation, Inc. may require proof of a current tetanus vaccination before volunteers will be permitted to work in particular areas on the property, such as the pastures or stables. Upon request, verification may be provided from your physician via mail, fax, or email.

VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY

In signing this form, I understand and agree to the following terms and conditions related to volunteering my services at Poplar Grove Foundation, Inc.

I, _____, recognize that, as a volunteer, I represent Poplar Grove Foundation, Inc. to the public. I accept the responsibility for this status and will conduct myself in a professional manner. I will be clean and sober when conducting business as a representative of this organization.

____ (Initial) I will not participate in and will report any and all instances of any sort of harassment, exploitation, and/or intimidation. I will work to maintain an atmosphere of physical and emotional safety for everyone associated with the organization, including employees, volunteers, clients and visitors.

____ (Initial) I agree to maintain the confidentiality of all volunteers, clients, and donors about whom I have personal and identifying information.

____ (Initial) I agree to honor the commitment length and frequency of service that I make to the organization. I agree to provide as much advance notice as is possible in the event that I will be absent from my volunteer shift. I agree to update my personal information and emergency information as changes occur.

____ (Initial) I am aware that as a volunteer I expose myself to potential hazards which include but are not limited to: cuts, burns, allergic reactions, back injury from lifting, car accidents, falls, injury from farm animals, etc. Potential hazards have been explained to me. I am voluntarily participating in this service with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury.

____ (Initial) I agree that my assignees, heirs, distributes, guardians and other legal representative will not make a claim against or sue for injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, or volunteer contractor of the organization as a result of my participation as a volunteer.

____ (Initial) I hereby release Poplar Grove Foundation, Inc., its Board of Directors, management, staff, volunteers, and animals from all actions, claims or demands that I, my assignees, heirs, guardians and legal representatives now have or may hereafter have for injury resulting from my participation as a volunteer.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and I sign it of my own free will.

Volunteer Signature: _____ Date _____

Witnessed by: _____ Date _____