



THE AMERICAN WILDLIFE REFUGE

4501 New Bern Ave.
Raleigh NC 27610
PHONE (919) 229-8449

Federal Education License number MB051184-1 FED. ID NO. 56-2130859 Federal Rehab License number MB049068-0
THE AMERICAN WILDLIFE REFUGE IS A FEDERALLY RECOGNIZED NON PROFIT CORPORATION OPERATING
UNDER CODE 501(C3), SUBSECTION 509 (A1)

The American Wildlife Refuge is one of the oldest organizations of its kind in our area. We routinely rescue raptors, including Owls, Hawks, Falcons, vultures, and Bald Eagles. Our resident animals are seen on television, at fairs, festivals, and at schools and parks. Our volunteers truly make a difference.

We are very picky about who we let near our animals. We quite honestly do not have the time to teach people unless they are dedicated and self motivated.

Additionally, our animals are dangerous. We make sure our volunteers understand that they WILL get hurt. Not that they might be hurt, but if they work with us, there is an injury in their future...Possibly several.

Our basic policy on volunteers is this:

- 1) Volunteers must to join the email list (so you are informed about refuge activities). We have dozens of people who call or email us one time, and basically disappear after that. We do not have time to keep up with people that are interested, but not really motivated.
- 2) Volunteers must be trained. All volunteers must have a minimum of 2 hours training before we will let them do anything near a bird. Each Volunteer for animal contact work has to go thru our 5 week training class or work with us for at least 2 months before we will let them touch a bird.
- 3) Volunteers for constructing and gardening, but not working in public or bird areas must take a basic introduction which is a 1 hour discussion on our refuge and how and why we do things the way we do.
- 4) We are very demanding of our volunteers at the refuge. We have to be. The people working with us are responsible for the life and death of our birds. We take that very seriously.

Below is our current list of volunteer types. If you wish to volunteer, please let us know via e-mail so we can set up a contact.

- **Transport Personnel-** This is a very important job. Transport personnel are the ones we call to help take our birds back and forth to the vet or other facilities. They also help us pick up food for the birds, materials and supplies, and other items. There is very little to no actual animal handling in this type of work, but it is still very important
- **Animal Pickup Personnel-** Part of the rehab side of our refuge is 'on site rescue.' Most of the rescues are simply getting a box from someone who has the bird. Others are a chase through the woods or a dip into the water to get a fleeing bird who needs help. This type of volunteer is the most active and physically demanding part of our work, but also the most important to the rehab side. We train our volunteers in animal capture to do this work.

- **Cage Maintenance-** Yes, it is cleaning cages and feeding animals, but this is the way all caretakers start. It actually takes training to even be in a cage with the animals long enough to clean it. If you do not go through cage cleaning and maintenance first, you will not be a rehabber or an educator for us. ALL rehabbers and educators do cage maintenance work.
- **Construction-** Just like it sounds, construction is building new cages and helping to repair old ones. Construction also helps us build displays for our educational shows.
- **Office Help** - We are a 501c3 organization. Our reports and paperwork have to meet government requirements. Our licenses also have certain reporting requirements. No matter how important the other work we do is, we still have to do the paperwork.
- **Coordinators-** We need someone to help our volunteers get together and do the work needed. facilities coordinator, volunteer coordinator, scheduling coordinator, and more these positions take a lot of time and dedication.
- **Rehabber-** caring for injured birds is one of our main missions. The rehabbers are the ones who do the care and handling of the hurt birds we deal with every day.
- **Educator-** Education is the presentation of our permanently injured birds to crowds. The educator has to be able to answer all sorts of questions, so he or she has to have experience with our birds and know about raptors in general. It takes a while to become an educator, but the rewards are worth it.

Volunteering at our Facilities

We have 2 facilities that always need helpers

We currently have an outdoor educational facility in downtown Raleigh. This facility is a fenced-in garden environment with an open area for groups to sit and enjoy. Groups can reserve time at the gardens for educational programs. As far as volunteering, this location is a gardens area. We constantly have to weed, rake, clean, and so on. Volunteers in this area will do mostly light gardening and landscaping work.

Our main rehab/bird care facility has 22 flight cages, 4 rehab cages, and 11 isolation areas. It gets extremely dirty. Cleaning up after these birds is more than a full time job. In our peak season, there is no way to care for the birds and keep the area clean without several people helping. We do not allow unskilled people to work with the birds. If you volunteer for this area, you will more likely be cleaning up messes and repairing damaged perches and cage parts. (The birds need something to do; and they really like to eat perches) We are very picky about who we let come and work at this site. We do not publish its location, and we screen all volunteers before they visit it. Volunteers for this area will be doing mostly clean up and minor repair work. They will occasionally assist the rehabbers in various ways.

Volunteering from your own home

We need lots of help that you can do from your own home! There are several types of paperwork, schedule work, web work, and phone work items that are constantly behind.

Paperwork- We are a 501c-3 nonprofit corporation, and we have to maintain federal migratory bird license requirements. The federal paperwork is pretty amazing. On top of the federal paperwork, we have the normal business needs of organizing, advertising, and accounting. If you are good at paperwork and would like to help us out, please let us know.

Schedule work- We often just have no time to schedule public appearances. It happens when you have a busy schedule, you stop being able to call people, and then you get a period with no

appearances. Since our appearances are our main source of income and public exposure, schedule lulls can cause problems.

Web work- Steve is very particular about what goes up on the web page. If you are willing to do things his way, and you are good at web page design, we can always use help.

Phone work- This is probably the most important thing we have to do that we are not doing. We really need to call businesses and solicit corporate sponsors. To do this, we will need to make sure you know exactly what the refuge is all about, so there is some training involved. Bottom line, we need people to help us beg for money!

Volunteering for public appearance work

We also do off-site (at other location) shows. Each year we do between 50 and 200 shows. In 2002 we presented for over 5000 school students, and had over 100,000 visitors to our public displays. In 2003 we are almost doubling those numbers! Volunteers for public appearances are of three (3) types. There are the unskilled go-fers, the skilled handlers, and the presenters.

Since everyone that goes with us to a show is a public representative of the refuge, even the unskilled go-fers must have worked with us for a short time before they help on an education show.

Go-fers- Yes, people that have no real bird handling skills are needed at shows, but they must know certain things before they get to their first public appearance. They have to know enough about the refuge to answer the questions that people ask them when the presenter is not in the room. People ALWAYS ask you questions when you are helping out with a refuge public showing. Go-fers also have to know a few things that can and cannot be done near the birds. Most often, during loading and unloading, the go-fer stays in the room protecting the birds that are there while the bird handler is transferring the rest of the birds for the show. Go-fers also do all the errands that the presenter needs to have done on the show site.

Skilled handlers- Skilled handlers are the people that work with the birds. They are able to take care of any minor injuries, and they are the final judge of when a bird has had enough. They are in charge of and responsible for the birds and have full authority over the show. They are the ones that can refuse to do the show if the site is not sufficient or the rules are not followed. More often than not, the skilled handler is also the presenter.

Presenter- The presenter is the one that will do the talking at the show. At larger shows there are multiple presenters and multiple bird handlers. A presenter may or may not be a bird handler. In some shows the presenter teaches or talks while the handler waits to be told to bring out a certain bird. the presenter must know what they are talking about, because they are always asked the most unexpected questions. The presenter is the most visible representative of the refuge at the show.

Volunteer Info Sheet

Name _____

Address _____

City _____ State _____ Zip _____

Email Address: _____

Telephone (wk) _____ (hm) _____ (cell) _____

(circle preferred contact location)(Other) _____

Where did you hear about the American Wildlife Refuge?

Have you visited our web Page? If so, do you have any comments or suggestions?

What do you want from your experiences as a volunteer? _____

Have you worked with any other wildlife rehab or educational organizations before?

Section II Volunteer information

What experience do you have with wildlife or birds? _____

What type of work would you like to do at the wildlife refuge? _____

Are you willing to do other types of work at the refuge as well?

How much time each week/month do you have to volunteer? Please specify best dates and times

Confidentiality Agreement:

American Wildlife refuge is NOT in a public location, nor is it general knowledge. Being allowed here is strictly for purposes of assisting the American Wildlife Refuge, not for any other purpose. Revealing the location to the general public will endanger the animals.

Before entering all visitors must sign this form:

- 1) I understand that this is a home / private property, and as such there is no business insurance on the premises (as there would be on a public location). I am signing this form to state that I will not sue the homeowners nor the American Wildlife Refuge if I am injured on the premises, no matter what the cause. I understand that the hills and ground may be slick and uneven, and there are limited handholds, even around stairs.
- 2) I understand that a large part of the security and safety for the animals at this location depends on secrecy. I am signing this form to state my promise to keep the location and setup of the wildlife refuge a secret, discussing it only with those involved in the American Wildlife Refuge. I understand I will be liable for any damage resulting from my passing on information to any other source. I will not photograph nor record any part of my visit.
- 3) I understand that there may be areas I will be rushed through for the safety and consideration of Rehab Animals. I will neither linger nor resist moving away from any areas that the wildlife caretaker urges me to move away from.
- 4) I will not enter or open any cages under any circumstances, and I will remember that the cages and habitats are made of materials safe for the animals within, but they may not be safe to touch from the outside.
- 5) I will not attempt to touch any animals

(Print name) (Date)

(Signature) (Date)

Refuge Official witness:

(Signature) (Date)

Names of others present:

(Date)

Warnings and Permission For Volunteers

This form is written by the American Wildlife Refuge (herein after referred to as wildlife refuge) to inform volunteers, parents and guardians about the hazards of volunteering for the wildlife refuge. This form is designed to make sure that the volunteer, parent or guardian fully understands the nature of volunteering at the wildlife refuge and the potential harm that can come to their dependent.

Unlike many charities, wildlife refuge volunteers will do primarily physical work, not just office and paperwork. Most often the work includes heavy lifting and construction. Volunteers are constantly repairing cages and moving heavy loads of building materials to and from the construction area. Additionally, part of the construction and repair may be done on a ladder or from the top of a cage. Falling is always a possibility. Other volunteer duties with lifting involved include moving educational materials to and from a vehicle for presentations at schools, libraries, parks and other public and private venues. It is quite common for volunteers to injure themselves doing physical work.

In addition to the potential harm done by heavy physical work, there is the reality of working in a mostly natural setting. Unlike most businesses, the main work areas of the wildlife refuge are not necessarily OSHA approved areas. Most of the work the wildlife refuge does is in natural or undeveloped outdoor locations. The land may have hidden dangers, including hidden holes, slippery areas, sharp branches, briars, old barbed wire, trash, or worse. Part of the volunteer work entails going into wilderness areas after injured animals. It is not uncommon to pick up ticks and suffer from poison ivy or briar scratches. The dangers of being in undeveloped areas are numerous. Any volunteer to the wildlife refuge will have to understand that they will be exposed to these dangers. All volunteers are injured by the work environment at some time.

Exposure to the animals at the wildlife refuge is also hazardous. Animals come to the wildlife refuge injured and ill. Some illnesses are transferable to humans and pets. While we take care to limit exposure, it must be understood that the possibility exists that a person could pick up an illness or disease from the animals. Additionally; we work with predatory animals. They are able to defend themselves, and often do. As a result, the animals may cause bodily harm to volunteers. While safety measures help, it should be understood that every volunteer who handles the animals is eventually hurt by one of them.

There are many other dangers to working with the wildlife refuge, but the most common ones are listed above. Again, it should be understood that all volunteers are eventually injured in some way while working with the wildlife refuge.

I HAVE READ THE ABOVE PARAGRAPHS AND UNDERSTAND THEM (Initial) _____ PARENT _____ Volunteer

I UNDERSTAND THAT ALL VOLUNTEERS AT THE WILDLIFE REFUGE GET INJURED IN SOME WAY. I HAVE DISCUSSED THE DANGERS WITH MY DEPENDENT AND WE BOTH UNDERSTAND THE RISKS INVOLVED. WE HAVE AGREED THAT HE/SHE WILL BE AS CAREFUL AS POSSIBLE AND UNDERSTAND THAT THERE WILL BE SOME INJURY AT SOME TIME. WE AGREE THAT THE WILDLIFE REFUGE AND THE LANDOWNER WILL NOT BE HELD AT FAULT OR LIABLE FOR ANY INJURY INCURRED.

SIGNATURE OF GUARDIAN (IF APPLICABLE): _____ DATE: _____

SIGNATURE OF VOLUNTEER: _____ DATE: _____

Witnesses: _____
