

Stewart B. McKinney

National Wildlife Refuge



Welcome McKinney Refuge Volunteers!

This interactive document is designed to make it easy for you to complete your annual volunteer refresher training on your own computer or tablet.

Through a series of short videos, you'll receive all the training you need to volunteer at the Outer Island Unit of the refuge again this season.

After viewing the videos, you must complete the **TRAINING CERTIFICATION FORM** and a new **VOLUNTEER SERVICES AGREEMENT**. Sign both of these forms and return them to Refuge HQ. These forms are located at the end of this document for your convenience. There are also hyperlinks to the documents – and our Outer Island Standard Operating Procedures document and Refuge Emergency Action Plan - in **yellow** boxes.

NEW VOLUNTEERS will need to be paired with an experienced volunteer, intern or staff member the first two times that they work on the island.

**PLEASE PROCEED TO THE NEXT PAGE
TO START THE TRAINING**

Stewart B. McKinney National Wildlife Refuge
Outer Island Volunteer Refresher Training

NATIONAL WILDLIFE REFUGE SYSTEM

Stewart B. McKinney

National Wildlife Refuge



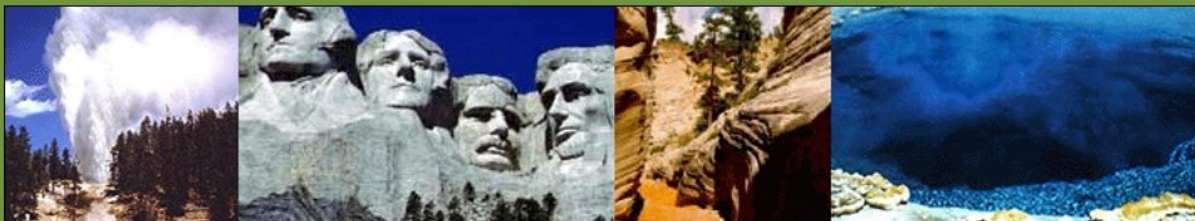
Section 1. Welcome and Introduction

U.S. Department of the Interior

The Department of the Interior



- ~ Manages over 500 million acres of Federal land (1/5th of the country)
- ~ Has 2,400 locations nationwide including national parks, wildlife refuges and other stations
- ~ Department has 600,000 volunteers.
- ~ In FWS alone, volunteers do enough work to equal 640 full-time employees



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Section 2. Who We Are

The U.S. Fish and Wildlife Service and the National Wildlife Refuge System



The US Fish and Wildlife Service has many divisions. One is focused on endangered species, while another intercepts international shipments of exotic animals and prosecutes violations of Federal wildlife laws.

The National Wildlife Refuge System, where we work, protects America's wildlife and plant populations by preserving land and various habitats. Many refuges also welcome visitors to enjoy activities such as wildlife observation, photography, interpretation, environmental education, hunting and fishing.



The NWRS was started by President Theodore Roosevelt in 1903. Today there are more than 560 National Wildlife Refuges, with at least one located in each state and territory.

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CLICK THIS IMAGE TO WATCH TRAINING VIDEO TWO

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Section 3. The Refuge and Staff

Stewart B. McKinney NWR

The refuge consists of:

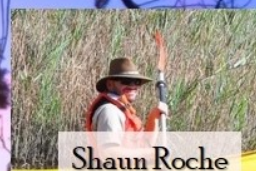
- More than 1,000 acres of wildlife habitat along Connecticut's densely populated coastline (70 miles)
- 1 barrier beach
- 2 of the largest salt marshes on the coast including the oldest maritime forest
- 8 islands
- 4 *Important Bird Areas*
- 1 federally endangered species (roseate tern)
- 2 federally threatened species (piping plover, northern long-eared bat)

To manage this resource we have:

- 5 permanent staff members
- Approximately 10 seasonal staff/interns
- 2 Friends Groups who serve as advisors/advocates
- More than 100 very dedicated volunteers



Rick Potvin



Shaun Roche



Kris Vagos



Sean Healy



Allan Chavez



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Section 4. *Outer Island's Standard Operating Procedures*

Standard Operating Procedures

~Volunteers should familiarize themselves with the entirety of the Island SOP document.

U.S. Fish and Wildlife Service

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Standard Operating Procedures - Outer Island Unit

Individual and Family Access to the Island

Individuals or family groups who wish to visit the island may do so from **May 30th to September 25th** during normal operating hours – 8:00 AM to sunset. **RESERVATIONS ARE NOT REQUIRED FOR INDIVIDUALS OR FAMILIES TO VISIT.** Outer Island will be open for enhanced visitation (including tours, visitor access to tide pools, etc.) whenever an Island Keeper or Visitor Services Volunteer is on duty. Full-time Island Keeper interns will be on the island to serve visitors from approximately May 30th until approximately August 15th. After this date, enhanced visitation may be curtailed on weekdays because of a lack of availability of additional *temporary* Island Keepers. USFWS staff, Connecticut State University (CSU) coordinators, Island Keepers and/or the senior Visitor Services Volunteer may close the island at any time because of severe weather. The Refuge Manager must be informed immediately by phone if this occurs.

**CLICK HERE TO DOWNLOAD THE
STANDARD OPERATING PROCEDURES**

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**CLICK THIS IMAGE TO WATCH
TRAINING VIDEO FOUR**

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Section 5. Your Volunteer Services Agreement

Volunteer Services Agreement

All Federal volunteers must have a current VSA on file.

Your volunteer affirmation statement says the following:

- ~ I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as otherwise provided by law.
- ~ I understand that volunteer service is not creditable for leave accrual or any other employee benefits.
- ~ I also understand that either the government or I may cancel this agreement at any time by notifying the other party.
- ~ I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.
- ~ I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.



**CLICK HERE TO DOWNLOAD THE
VOLUNTEER SERVICES AGREEMENT**



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Section 6. *Emergencies and Safety Procedures*

Safety

~ All Federal volunteers must familiarize themselves with and comply with safety standards and emergency plans.

FISH & WILDLIFE SERVICE, REGION FIVE

EMERGENCY ACTION PLAN

FACILITY: Stewart B. McKinney National Wildlife Refuge

DATE REVIEWED: 4/13/16

I. PURPOSE

To establish procedures and guidelines to be followed in the event that a fire or other emergency develops in the facility. For additional information regarding this plan call:

Richard Potvin, Refuge Manager 860-399-2513 (Name, Title and Phone #)

(Name, Title and Phone #)

II. POLICY

The safety and well-being of all employees and visitors, and the protection of our natural resources, are the primary concerns of the United States Fish and Wildlife Service during an emergency. When an emergency occurs, Service Management will ensure that necessary actions will be taken to comply with this plan and related regulations as outlined in the 29 CFR 1910.38.



**CLICK HERE TO DOWNLOAD THE
EMERGENCY ACTION PLAN**

6



SBM NWR Volunteer Training Safety

**CLICK THIS IMAGE TO WATCH
TRAINING VIDEO SIX**

7



SBM NWR Volunteer Training Safety

**CLICK THIS IMAGE TO WATCH
TRAINING VIDEO SEVEN**

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Section 7. Signing Up and Volunteering

Volunteer Scheduling

Using SignUpGenius.com to schedule your volunteer time at Outer Island

A screenshot of the SignUpGenius website. The header is orange with the SignUpGenius logo and navigation links: Features, Pricing, More, Create a Sign Up, Log In, and a search icon. The main content area has a green background with a photo of four diverse people (three men and one woman) looking at their phones. Overlaid on the photo is the text "Powerful Group Organizing Features" and "Say goodbye to paper sign ups and reply-all emails and hello to smart online sign up tools. Be a genius!". At the bottom of the photo is a "View Plans" button.

Powerful Group Organizing Features

Say goodbye to paper sign ups and reply-all emails and hello to smart online sign up tools. Be a genius!

View Plans

**CLICK HERE TO SIGN UP FOR
VOLUNTEER TIMES AT OUTER ISLAND**



**CLICK THIS IMAGE TO
WATCH TRAINING
VIDEO EIGHT**

U.S. Fish and Wildlife Service

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Section 8. COVID-19 Best Practices



Protecting Yourself from COVID-19 in the Workplace

Safety and Health Awareness for Workers



U.S. Department of the Interior | Office of Occupational Safety and Health

**CLICK THIS IMAGE TO
WATCH TRAINING
VIDEO NINE**

**CLICK HERE TO DOWNLOAD
THE COVID-19 DOCUMENTS
RICK REFERENCES IN THE
VIDEO TO FOLLOW ALONG**

U.S. Fish and Wildlife Service

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This concludes your refresher training.

Now, please completely fill out the **TRAINING CERTIFICATION FORM** and **VOLUNTEER SERVICES AGREEMENT** (click on the hyperlinks, or just print pages 10-14 of this document) sign the forms and then:

- email them to shaun_roche@fws.gov

or

- fax them to 860-399-2515

or

- mail them to Shaun Roche, Visitor Services Manager, USFWS, 733 Old Clinton Road, Westbrook, CT 06498



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Stewart B. McKinney National Wildlife Refuge
733 Old Clinton Road
Westbrook, CT 06498
Tel. 860-399-2513 Fax 860-399-2515



To: File

Re: **Stewart B. McKinney N.W.R.**
Volunteer Training Certification

I am a volunteer for the U.S. Fish and Wildlife Service - Stewart B. McKinney National Wildlife Refuge and I have completed the required yearly training session, including safety training, for the position of Visitor Services Volunteer. This training was established by the Refuge Manager in accordance with agency and departmental policy.

From: Volunteer Name

(Print) _____ (Sign) _____

Date: _____

or digitally sign and date below:

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

| | | | |
|---|--|--|-------------------|
| 1. VOLUNTEER AGREEMENT TYPE (choose one) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP | | 2. IF GROUP, SELECT GROUP TYPE (choose from below): | |
| 3. NAME OF AGENCY/BUREAU | | <input type="checkbox"/> Business/Corporations <input type="checkbox"/> School/University/Education <input type="checkbox"/> Fraternal Organizations <input type="checkbox"/> Local/State/Tribal Government <input type="checkbox"/> Military/Veterans | |
| 4. NAME OF VOLUNTEER GROUP (if applicable) | | <input type="checkbox"/> National Service <input type="checkbox"/> Faith Based <input type="checkbox"/> Youth Groups/Scouts <input type="checkbox"/> Other | |
| 6. STREET ADDRESS, APT. # | | 7. CITY, STATE, ZIP CODE | |
| 8. EMAIL ADDRESS | | 9. PHONE Home: _____ Mobile: _____ | 10. Date of Birth |
| INDIVIDUAL OR GROUP LEADER INFORMATION | | | |
| 11. CITIZENSHIP/RESIDENCY STATUS <input type="checkbox"/> U.S. Citizen or Legal Alien/Permanent Resident <input type="checkbox"/> Foreign National, list visa type _____ | | | |
| 12. (Optional) ETHNICITY, RACE, GENDER: Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas. | | | |
| 12a. Ethnicity (Select one): <input type="checkbox"/> Hispanic, Latino, or Spanish origin <input type="checkbox"/> Not Hispanic, Latino, or Spanish origin | 12b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other | 12c. Are you a Veteran or Active Duty Military? Active Duty <input type="checkbox"/> Yes <input type="checkbox"/> No Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No 12d. Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 12e. Gender (Check all that apply): <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to disclose | | | |
| EMERGENCY CONTACT INFORMATION OF INDIVIDUAL OR GROUP LEADER | | | |
| 13. NAME (Last, First, Middle) | 14. PHONE Home: _____ Mobile: _____ | 15. EMAIL ADDRESS | |
| 16. STREET ADDRESS, APT. # | | 17. CITY, STATE, ZIP CODE | |
| PARENTAL OR LEGAL GUARDIAN CONSENT FOR VOLUNTEER UNDER AGE 18 | | | |
| 18. PARENT OR LEGAL GUARDIAN (Last, First, Middle) | 19. PHONE Home: _____ Mobile: _____ | 20. EMAIL ADDRESS | |
| 21. STREET ADDRESS, APT. # | | 22. CITY, STATE, ZIP CODE | |
| 23. I affirm that I am the parent/guardian of the above named volunteer. I understand that the agency volunteer program does not provide compensation and that the service will not confer on the volunteer the status of a Federal employee. I have read the Volunteer Service Agreement in its entirety and give my permission for _____ to participate in the specified volunteer activity. (NAME OF YOUTH) | | | |

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

24. SIGNATURE OF PARENT OR LEGAL GUARDIAN (Required if under the age 18 years old) DATE

25. **Description of service to be performed.** Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills and/or required trainings and certifications, level of physical activity required, etc. If this is a group agreement, the leader is to provide the group name and attach optional form 301b for each volunteer or a complete list of group participants.

26. **Check all that apply:**

| | |
|---|---|
| <input type="checkbox"/> Description of service attached | <input type="checkbox"/> Background investigation |
| <input type="checkbox"/> Job hazard analysis / Risk management worksheet | <input type="checkbox"/> Reference check(s) |
| <input type="checkbox"/> List of group participants / Optional form 301b attached | <input type="checkbox"/> Scientist Emeritus (USGS only) |
| <input type="checkbox"/> Valid driver's license verified (if required) | |

VOLUNTEER (OR PARENT OR LEGAL GUARDIAN IF UNDER 18) & GROUP LEADER AFFIRMATION

27. ☐ I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as required by law, e.g. tort claims and injury compensation.
- ☐ I understand that volunteer service is not creditable for leave accrual or any other employee benefits.
- ☐ I understand that either the government or I may cancel this agreement at any time by notifying the other party.
- ☐ I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry.
- ☐ I understand that all publications, films, slides, videos, artistic, or similar endeavors, created as a result of my volunteer service as described in this agreement, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

I (or parent or legal guardian if under 18) ☐ do consent ☐ do not consent for the Agency to have free and unrestricted use of my likeness and voice in an image and/or video recording(s). I am aware that if used, they will be in the public domain and may appear on video, web, or printed media.

☐ I understand the health and physical condition requirements for doing the work as described in this agreement and at the project location. I or group leader (or parent or legal guardian if under 18) ☐ do know ☐ do not know of any medical condition or physical limitation that may adversely affect the ability to provide this service.

☐ If I do know of any medical condition or physical limitation impacting ability to perform service I have informed the Government Representative.

I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. NAME OF PROGRAM / PROJECT SITE(S)

28. SIGNATURE OF VOLUNTEER OR GROUP LEADER (OR PARENT OR LEGAL GUARDIAN IF UNDER 18) DATE

The hosting agency or bureau agrees, while this agreement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above.

GOVERNMENT REPRESENTATIVE COMPLETES THIS SECTION

29. AGENCY CONTACT NAME (Last, First, Middle)

30. AGENCY CONTACT EMAIL

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

| | |
|--|--|
| 31. AGENCY CONTACT PHONE | 32. ORGANIZATION CODE (USGS ONLY) |
| 33. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No Type and Rate of Reimbursement: | 34. VOLUNTEER POSITION/GROUP PROJECT TITLE |
| 35. SIGNATURE OF AUTHORIZED OR DESIGNATED GOVERNMENT REPRESENTATIVE | |
| DATE | |
| TERMINATION OF AGREEMENT | |
| 36. DATE AGREEMENT TERMINATED | |
| 37. TOTAL HOURS COMPLETED | |
| 38. SIGNATURE OF GOVERNMENT REPRESENTATIVE | 39. AGREEMENT # |