



## Children's Forest Participant Registration Form Youth Volunteer Forms

Participant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone(s) \_\_\_\_\_

Email \_\_\_\_\_

Parent's Email \_\_\_\_\_

Parent/Guardian Names \_\_\_\_\_

OFFICE USE ONLY

- RF
- VA
- MR
- YC
- DP
- FEE \_\_\_\_\_
- OT
- NT

Dear Prospective Volunteer:

I am excited to start the process of welcoming you to the Children's Forest family! Our volunteer program is unique because it prepares today's youth to become tomorrow's environmental leaders. In this program you will have the chance to work alongside other highly motivated and successful youth leaders, and you will be instrumental in helping Children's Forest achieve our lofty goals. We will be working on lots of restoration projects and other exciting adventures!

I have enclosed an information packet and application forms related to our Volunteer Program. Every volunteer must complete these forms and go through a series of orientations and trainings.

There is no cost to participate in the program but we do request your participation in our membership program. Members of the National Forest Association can choose at which level they would like to contribute from \$5 to \$500. In this packet you will find a copy of the membership brochure. Youth Volunteers are given a special rate at \$25 with all the benefits of the Adult \$50 level. We ask volunteers to begin at the \$25 membership level to help cover the cost of their uniform. Memberships also help support our program in our daily operating costs. There are also rewards for our volunteers when they sign up new members! You can learn more about these opportunities from your Program Coordinator.

Parents and youth volunteers should attend a mandatory volunteer and parent meeting at the beginning of each month. You will receive a newsletter each month with the schedule and it is very important to attend the meeting to sign up for the monthly activities. If you cannot attend it is helpful to get in touch with the program coordinator and sign up for activities via email or phone. This helps the program plan for transportation, staffing needs and answer questions and concerns as they arise.

Please fill out the included forms and mail or turn them in back to me. Once your paperwork is cleared, we will begin the process of making you an active member of our volunteer force. If you have any questions, please give me a call at 909-382-2773 or 909-915-5291. Thanks again for your interest in volunteering with the Children's Forest.

Sincerely,

Monica Curiel

Children's Forest Program Coordinator

## **Youth Contract**

**(To be completed by Youth Volunteer Leader)**

I, \_\_\_\_\_, want to take part in activities at Children's Forest. I am willing to participate fully in Children's Forest activities and will follow the directions of authorized adult leaders and/or staff members. I will continually strive to develop my leadership skills, knowledge of the forest, and will conduct myself professionally at all times.

- I understand the concept of teamwork and will do my best to be a good team member, working to further the concepts of Children's Forest.
- I will provide ideas and input while listening to and respecting others.
- I agree to be a safety-conscious group member, looking out for myself and others, and acting in a responsible manner.
- I understand that the possession of drugs, alcohol, or tobacco will not be tolerated and will result in immediate dismissal from the program.
- I will not leave the group or designated activity area on my own for any reason without permission from an adult leader.
- If I provide personal transportation to Children's Forest activities, my vehicle will remain parked for the entire time until I depart for home.
- If I have disagreements with another individual, I will work them out by discussion either on my own or with the help of an adult leader.
- If I am uncomfortable or confused during any activity, I will express my feelings to an adult leader so that we can find a better way of working.
- I will help to create a place at Children's Forest where young people participate and have a voice in what happens.
- I will abide by Children's Forest's Performance and Review Guidelines.

I have read and understand the above.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

## Children's Forest Applicant Questionnaire

Name: \_\_\_\_\_

Please provide us with information to help us use your talents and interests in helping our programs continue to grow and prosper. Feel free to attach additional pages if necessary.

1. Please describe any experiences with community service. Please tell us about the tasks you completed, what organizations you have worked for, and what positions you held.
2. List any hobbies that you have so that we can use your talents effectively.
3. Tell us about your academic history – what classes do you enjoy and excel at? What classes do you sometimes have trouble with?
4. What are your future plans and goals?
5. Are you currently working or have you held any jobs in the past? What were they and what did you do at those jobs?

# Youth Leader Medical Release Form, General Permission Form, and Policy Information (To be completed by parent/legal guardian)

As legal guardian, I give permission for \_\_\_\_\_ to participate in all the activities that he/she has been trained to perform or has been asked to participate in at the Children's Forest Visitor Information Center and/or any event/program affiliated with the Children's Forest Association. I will notify the Director, Education Manager, or Naturalist when I do not want the above named minor to participate in a specific activity.

\_\_\_\_\_ (Initial) I hereby grant permission for the above named minor to be included in promotional pictures for the Children's Forest and the San Bernardino National Forest Association, including brochures, publication, and web sites.

\_\_\_\_\_ I hereby grant permission for the Children's Forest staff to seek EMERGENCY MEDICAL AND/OR SURGICAL TREATMENT for the above named minor in the event of an emergency. Children's Forest staff will make every attempt, but is not obligated, to contact the parent(s)/guardian(s) of the above named minor before seeking such treatment.

\_\_\_\_\_ I understand that the Children's Forest Association, the San Bernardino National Forest, and the San Bernardino National Forest Association will not be held responsible for anything that happens as a result of false information given or for information that has not been updated when changes occur. I further understand that I must have a working phone number where I may be reached or a message left so that the Children's Forest Association may contact me when needed.

\_\_\_\_\_ I understand that the Children's Forest Association reserves the right to cancel a participant's involvement in any program at the Children's Forest Visitor Information Center and or any event/program affiliated with the Children's Forest Association.

\_\_\_\_\_ I understand that all forms required for the above named minor must be completed and turned in prior to his/her participation in any Children's Forest Association program or event.

**PLEASE list any medical conditions, disabilities, current medications, or special needs that may require special attention:**

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Please provide emergency contact information for parent(s) or legal guardian(s):

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First and Last Name	Address	Phone
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First and Last Name	Address	Phone
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Please provide us with your medical insurance information:

Insurance Company Name: \_\_\_\_\_ Policy # \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_ Group # \_\_\_\_\_

I AM THE CUSTODIAL PARENT/GUARDIAN OF THE ABOVE NAMED MINOR AND HAVE READ, AGREE TO, AND UNDERSTAND THE ABOVE. **FOR TWO PARENT AND JOINT CUSTODY FAMILIES, BOTH PARENTS MUST SIGN.**

\_\_\_\_\_  
Parent/Guardian's Signature                      Date                      \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature                      Date                      \_\_\_\_\_

# Children's Forest Youth Leadership Interests

*Please read the following descriptions of various Children's Forest Youth Leadership Program areas. Place a check mark next to those teams that you are interested in helping.*

**Youth Hosts**

These Youth Leaders staff the Children's Forest Visitor Information Center (the only one in the nation staffed by youth), welcoming guests, providing information, and encouraging responsible recreation. These Hosts also staff the Naturalist exhibit at the Visitor Information Center, sharing interesting facts about the local plant and animal life.

**Campfire Naturalists**

Members of this team are widely recognized as the "event of the evening" at local resorts and campgrounds. They present slideshows, skits, interactive games and songs, and other activities that entertain and educate visitors about the forest.

**Field Naturalists**

Our field naturalists guide interpretive hikes on the Children's Forest Interpretive Trail and our new Exploration Trail, teaching visitors about the plants and animals in the forest and the history of the area. These activities also include leading and assisting with the school programs snowshoe programs held for the RIM School District.

**Great Seeds Restoration Team/Trail Crew**

This crew is responsible for patrolling and maintaining our Children's Forest Interpretive Trail and the Children's Forest Exploration Trail. These youth will get their hands dirty fixing and maintaining trails while helping trail users learn how to recreate responsibly on our public lands. This team will also help with planting projects, removing invasive species, watering, and other aspects of restoration.

**Great Seeds Greenhouse**

This team will spend time with Forest Service botanists to learn about all aspects of restoration work, including seed collection, planting projects, maintaining a native plant greenhouse, and monitoring planting project successes.

**Fire Lookout Hosts**

These youth leaders help the adult volunteers at Keller Peak Lookout with duties related to staffing a fire lookout. These duties include reporting weather, determining locations of fires, and interpreting fire lookouts to guests that visit the tower. Youth must be at least 15 years of age to participate on this team.

**Special Events**

Work on our annual events such as; fall festival, earth day, pinecone festival, forest festival, and other community/Children's Forest events. Other events may come up throughout the year as well.

## **Children's Forest Disciplinary Procedure** **(To be signed by Youth Leader and Parent/Guardian)**

*If a Volunteer is having performance or behavior problems in any regard, the following procedure will be followed:*

1. Give the volunteer a warning that their behavior/current performance is not acceptable and give the reasons why. This warning will be given *in private*, between a staff member or adult leader and the youth volunteer. Discuss alternative approaches for the next time. Engage the volunteer with questions and encourage discussion. Fill out a Volunteer Incident Report and send to the Children's Forest Education Manager.
  
2. Should a second warning become necessary, the Education Manager will issue the warning. In the case of a youth volunteer, contact the Education Manager to set up a meeting between the Education Manager and the Youth Leader. The Education Manager will determine if the volunteer's parent(s) or guardian(s) need to be present to discuss the problem. Fill out a Volunteer Incident Report and send to the Education Manager. The Education manager will document the outcome of the meeting.
  
3. Should a third warning become necessary, the Education Manager will issue the warning and place the volunteer on probationary status. Fill out a Volunteer Incident Report and send to the Education Manager. Any further infractions will result in immediate dismissal from the program. The youth's parent(s) or guardian(s) will be notified in person or by phone, as well as by mail that they youth has been dismissed from the Children's Forest Youth Leadership Program and will be ineligible to participate in future volunteer opportunities with Children's Forest.

*Examples of inappropriate behavior that merits a warning may include, but is not limited to:*

- Failure to follow directions
- Representing Children's Forest in any manner considered inappropriate
- Fighting, stealing, or inappropriate language
- Failing to fulfill volunteer job duties or providing poor customer service
- Teasing, harassing (including sexually, racially, or culturally), or abusing others
- Improper use of equipment
- Failure to abide by the Youth Contract I have signed

I have read the above performance review guidelines and agree to abide by them. I will actively work towards the improvement of Children's Forest Volunteer Programs and my own skills and abilities.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

Children's Forest  
Volunteer Uniform Order Form

You are *required* to wear a Children's Forest polo-style uniform shirt and name badge any time you are interfacing with the public. Please order your polo shirt below.

Also, Children's Forest hooded sweatshirts are available for sale and are great for leading tours on chilly days. These are *not* suitable substitutes for the polo shirt, but are available to you.

All prices only cover costs for Children's Forest to produce them. If you need financial assistance, please contact Monica Curiel at 909 382-2773.

Name: \_\_\_\_\_  
(this is how it will appear on name badge)

Phone: \_\_\_\_\_

Uniform Size (adult sizes) and #: \_\_\_\_\_ (S) \_\_\_\_\_ (M) \_\_\_\_\_ (L) \_\_\_\_\_ (XL)

Optional sweatshirt \$20.00 (adult sizes): \_\_\_\_\_ (S) \_\_\_\_\_ (M) \_\_\_\_\_ (L) \_\_\_\_\_ (XL)

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FOR OFFICE USE ONLY!

Date Order Received \_\_\_\_\_ Date Delivered to Vol. \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Type of Payment: Cash \_\_\_\_\_ or Check # \_\_\_\_\_

