



Date: _____

Volunteer/Docent Application

Full Name (First, Middle & Last): _____

Address: _____ City: _____ Zip: _____

Best Daytime Phone Number: _____ (Cell): _____

Email Address: _____ Birth date: _____

Have you ever been convicted of a felony? Yes No If yes, please provide details: _____

Are you volunteering to fulfill community service hours due to a court order? No Yes (Please note: at this time, we cannot accommodate volunteers fulfilling community service hours due to active probation requirements)

EMERGENCY CONTACT INFORMATION: Name: _____

Relationship: _____ Phone: _____

If applying for Maybury Farm volunteer or docent opportunities, please list any experience you have working with children:

Describe talents, skills or interests that may be helpful to The Northville Community Foundation in your volunteer efforts (spinning, cooking, candle making, landscaping, building, etc.): _____

List days and hours of availability (including weekends): _____

For what other groups or organizations have you been a volunteer or docent: _____

Please indicate areas you are interested in volunteering for:

- FARMHAND GARDENING GROUNDS & MAINTENANCE GENERAL STORE CONCESSIONS
- HOLIDAY HOME TOUR COMMITTEE HOLIDAY HOME TOUR HOSTESS SPECIAL EVENTS

Please indicate areas you are interested in becoming a docent for:

- GARDENING FARM ANIMALS

Please mail or email form to:
Northville Community Foundation, PO Box 560, Northville, MI. 48167
 (248) 374-0200 ext. 101, farmteam@mayburyfarm



Emergency Contact Information

Volunteer: _____ Date: _____

In the event of a medical emergency, the following people and emergency medical personnel should be contacted:

Contact 1: _____

Phone: _____ Relationship: _____

Contact 2: _____

Phone: _____ Relationship: _____

Doctor: _____ Phone: _____

Allergies: _____



Volunteer Policy for Maybury Farm

This policy is written to provide overall guidance and direction to staff and volunteers engaged in volunteer efforts at Maybury Farm. The Northville Community Foundation (NCF) reserves the exclusive right to change any portion of this policy at any time and to expect adherence to the changed policy. Changes to or exceptions from this policy may be granted by NCF or the Farm Director in advance and in writing.

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the NCF and Maybury Farm. A volunteer must be officially accepted and enrolled by NCF prior to performance of any tasks.

1. Volunteers must be 16 years or older to work at the Farm without a parent or guardian in attendance. Volunteers between the ages of 14-16 may volunteer with a parent/guardian who is age 18 or older. Volunteers under age 18 are required to work with Farm Staff.
2. Volunteers may be on the Maybury Farm property only during hours approved by the NCF staff or Farm Director and Farm Staff only. Volunteers may not use the employee/volunteer entrance outside of approved hours or enter the Farm outside of regular business hours unless they are volunteering.
3. Volunteers may not bring other people who are not approved volunteers (family, friends, etc.) onto the Farm property when they are volunteering to observe and/or volunteer with them without prior approval of the Farm Director.
4. Volunteers 16 and over are subject to background check, which requires a fee. Certain circumstances, if discovered through the background check, may disqualify a volunteer candidate from being eligible to volunteer at the Farm or limit the scope of work.
5. Volunteers must complete the volunteer application, policy and waiver and complete orientation and training before being approved to volunteer at the Farm. Exceptions are made for special events and corporate group volunteers who are covered under their school or organization insurance.
6. Parking for volunteers is by the white farmhouse immediately to the left of the employee/volunteer entrance on the grass and farmhouse driveway. When the Farm is open to the public or a tour is operating, parking is not allowed beyond the gas building. If you are working a shift when the Farm is closed to the public or no tours are operating (for your entire shift) you may park by the barn. There is no parking on the main Farm campus during open hours or when tours are operating to ensure the safety of the Farm guests. There is also no driving back and forth of personal vehicles to the maintenance building or the Welcome Center during open hours. Exceptions to this guideline must be approved by the Farm Director.
7. Volunteers must wear closed toed shoes at all times when working at the Farm.
8. Volunteers are eligible for a 20% discount off concessions and retail merchandise in the Maybury Farm General Store and 10% discount on Maybury Farm logo items. Bottled water is available in the Tool Room at no charge during volunteer shifts.
9. Volunteers gain free admission to the Farm when they visit as a guest outside of their volunteer shift. Additional friends and family visiting with a volunteer should pay the regular admission fee.



10. Volunteers who take any items from the Farm without permission including concessions, tools, livestock feed, equipment, etc. are subject to having their volunteer position terminated.
11. Volunteers who need access to the Farm when Farm Staff is not present may be given the employee/volunteer gate code by the Farm Director. This code is confidential and is not to be shared with other volunteers or friends/family members. Sharing this code or using it to access the Farm other than during approved volunteer shifts may result in volunteer termination.
12. Volunteers are not to give treats or additional food to the farm animals other than what is directed on the Feed Board in the feed room. Donated food for the animals can be left in the feed room for distribution by the Lead Farmhand. This is to ensure the health and safety of the Maybury Farm animals.
13. There is no smoking, vaping, or consumption of alcohol or illegal drugs allowed on the Farm grounds or employee/volunteer parking lot at any time.
14. Volunteers who are working to fulfill community service hours due to legal obligations or active probation may not volunteer at Maybury Farm.
15. The zero turn lawn mower is only to be operated by Farm staff or approved volunteers. Volunteers who have not been approved for use of the mower are not permitted to drive it.
16. The tractors (with or without wagons attached and with or without guests) may be driven by volunteers who have completed training and been approved for Tractor & Guest driving privileges by the Farm Director. Prior driving offenses and/or being on active probation for a driving offense, as indicated in a background check, may result in a denial of tractor driving privileges.
17. Use of the tractor by volunteers must be approved by the Farm Director or Farm Staff. Use of the tractor for work that has not been approved may result in volunteer termination.
18. The F-150 farm truck may not be driven on public roadways by volunteers. Volunteers who are over age 18 and are not on restriction at the Farm due to driving offenses may drive the truck on the Farm property for approved use by the Farm Director and Farm Staff. Only volunteers with Tractor & Guest driving privileges may drive the truck when it is pulling a wagon with or without guests.
19. Safety materials distributed to volunteers and accompanying sign-off sheets must be read and the sign-off sheet returned within two weeks of receipt.
20. The Welcome Center door code is distributed to Farm Staff only. Volunteers needing access to the Welcome Center outside of regular business hours must ask a Farm Staff member for access.
21. Our values at the Farm are: Respect, Kindness, and Gratitude. All Farm Staff and Volunteers must interact with these values with each other and with guests when working on the Farm. Volunteers who display attitudes not in keeping with the values of the Farm will be asked to address their behavior and if issues persist, volunteers may have their position terminated.

I have read the above policy and by signing this policy I state my intent to adhere to it while volunteering at Maybury Farm.

Print Name

Sign Name

Date



Volunteer Waiver and Release From Liability

Please read this form carefully and be aware that agreeing to your participation in volunteer activities and/or the participation of a minor child/ward, you will be waiving and releasing any and all claims for damages or injuries that you or your minor child/ward might sustain arising out of or in connection with the volunteer activities.

In consideration of my desire to volunteer my services and/or those of my minor child/ward (hereinafter referred to using "I", "me", or "my"), I, the undersigned, hereby execute this VOLUNTEER WAIVER AND RELEASE FROM LIABILITY (hereinafter "RELEASE") on the below date in favor of NORTHVILLE COMMUNITY FOUNDATION, NORTHVILLE COMMUNITY FOUNDATION d.b.a. MAYBURY FARM, a nonprofit corporation, and their respective directors, officers, officials, landlords, volunteers, employees and agents (known collectively as "NORTHVILLE COMMUNITY FOUNDATION", hereinafter "NCF").

Assumption of Risk: I am aware that any activity with NCF involves a certain degree of risk of personal injury, and that the amount of risk will vary significantly depending upon the activity and my physical condition. I understand that the volunteer activities may be hazardous and/or risk exposure to diseases carried by livestock. These potentially hazardous activities and exposures include, but are not limited to: use of farming tools and equipment, various forms of lifting, repetitive motions, construction and use of construction tools, land preparation, harvesting, being on elevated platforms, ladders, second stories of buildings and roofs, working with and around farm animals which risks physical injury and exposure to zoonotic diseases, insect bites, allergic reactions, educational tours, event planning and execution, fundraising, administrative work, and transportation to and from work sites. I have taken the time to carefully consider the risks associated with my volunteer service, including the risks inherent to being on a farm, and hereby expressly and specifically assume these risks and release NCF from all liability for injury, illness, death, or property damage as a result of and in connection with participating in the volunteer activities.

Waiver and Release: I do hereby release and forever discharge and hold harmless NCF and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer activities with NCF. I understand that this RELEASE discharges NCF from any liability or claim that I may have against NCF with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my activities with NCF, whether caused by the negligence of NCF or its officers, directors, employees, or agents or otherwise. I understand that NCF does not assume any responsibility for or obligation to provide



financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness. I also understand that this RELEASE binds my heirs, executors, administrators and assigns as well as me.

Medical Treatment: I do hereby release and forever discharge NCF from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with my volunteer activities with NCF.

Insurance: I understand that, except as otherwise agreed to by NCF in writing, NCF does not carry or maintain health, medical, accident, or disability insurance for any volunteer. I further recognize that the absence of health, medical, accident, or disability insurance does not make NCF responsible for the payment or reimbursement of medical expenses.

Photographic Release: I do hereby grant NCF permission to use my likeness in photographs and/or video in any and all of its publications, including Web space, and in any and all other media, whether now known or hereafter existing, controlled by NCF, in perpetuity, and for other use by NCF. I will make no monetary or other claim against NCF for the use of the photographs and/or video.

Other: I expressly agree that this RELEASE is intended to be as broad and inclusive as permitted by the laws of the State of Michigan and that this RELEASE shall be governed by and interpreted in accordance with the laws of the State of Michigan. I agree that in the event that any clause or provision of this RELEASE shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this RELEASE which shall continue to be enforceable.

Understanding of Agreement: I hereby certify that I have read and understand the contents of this document and agree to be bound by its terms.

Volunteer Signature _____ Date _____

Print Legal Name

Address

City/Zip

Parent/Legal Guardian (If volunteer is under 18):

Signature _____ Date _____

Print Name



Sexual Abuse and Misconduct Policy

Northville Community Foundation (hereinafter NCF) prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. NCF provides procedures for employees, volunteers, board members, guests or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, volunteerism, or participation in organization-related activities, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

Reporting Procedure

If you are aware of or suspect sexual abuse or misconduct taking place, you must immediately report it to NCF Executive Director, a member of NCF Board of Directors, or your supervisor. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed above. NCF will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigative team.



Anti-retaliation and False Allegations

NCF prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. NCF prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment, volunteerism, or participation in organization-related activities and criminal prosecution.

Investigation and Follow-up

NCF will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether abuse or misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. NCF will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. NCF will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

NCF is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of NCF not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, NCF is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by NCF. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Supervision of Youth

To provide a safe environment for minors, NCF strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked. Adult employees or volunteers may not take a child to the restroom one-on-one.



Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that NCF has a zero-tolerance policy for any employee, volunteer, board member, or third party who commits sexual abuse or misconduct.

I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name

Employee/Volunteer's Signature

Witness' Signature

Date