



FRIENDS OF  
**OTTAWA**  
NATIONAL WILDLIFE REFUGE

14000 W. State Route 2  
Oak Harbor, OH 43449  
Phone: 419-707-7756  
[www.friendsofottawanwr.org](http://www.friendsofottawanwr.org)

Dear Friend,

Thank you for your interest in volunteering with the Friends of Ottawa National Wildlife Refuge. Volunteers play an important part in our support of the refuge.

Everyone can make a difference at Ottawa National Wildlife Refuge; schedules are flexible and a variety of skills are needed. Even if you only have a couple of hours a month, we can use your help. Are you a snowbird? Only in the area several months a year? Want to work indoors, outdoors, or from home? We need your help!

Volunteer opportunities include:

- Nature Store
- Special Events
- Social Media
- Press and Print
- Local Fundraising
- Grants
- Baking for Birds and Brew

With only 11 employees, Ottawa National Wildlife Refuge managed over 10,000 acres and served over 334,000 visitors last year. The refuge relies on the Friends of Ottawa National Wildlife Refuge to accomplish their mission. The Friends group helps transport children to the refuge, compensate interns, purchase needed equipment such as the tour bus, host special events, secure additional land, and reach out to potential donors for projects at the refuge. The Friends group could not accomplish this without our dedicated volunteers!

Please take a moment to complete the attached form and return it by email, mail or drop it off at the refuge. This will let us know where your interests lie and what your availability will be. I am also enclosing information on The Biggest Week in American Birding, which is a big event for the refuge. If you are interested in volunteering please get with me as soon as possible.

Thank you,

Dr. Jenni Biegala, PhD  
Board President  
Friends of Ottawa National Wildlife Refuge  
[jennifer.biegala@gmail.com](mailto:jennifer.biegala@gmail.com)

**Most positions are 2-4 hours a month but we can work with your availability.**

### Nature Store

Assist customers in the store, operate the cash register, inventory items purchased, stock shelves with new inventory, maintain items in an orderly and attractive matter, and other duties as agreed upon by Nature Store Manager and volunteer. Minimum of two to four-hour blocks of time per week are preferred.

### Special Events

Help with planning and setup of special events. Assist in registering participants, greeting participants, serving refreshments, and assisting with other duties as needed at events. Events include but are not limited to Biggest Week in American Birding (May 3-12) West Sister Island Birding Cruise (May 4), West Sister Island Cruise (August 23), Cars for Critters (September 22), Howl-o-ween (October 26), and members events throughout the year.

**Note: The Biggest Week in American Birding runs for 10 days and draws people from all over the world. The need is for volunteers, in 3 to 5-hour shifts, to help with membership, plant sales, Nature Store, Sunset Cruise, and other duties.**

### Social Media

Assist with informing the FONWR members and public about conservation in general and the Refuge Complex and FONWR in particular. Updating FONWR Facebook, Twitter, and blog accounts, taking pictures for use in social media, and other duties as agreed upon.

### Press and Print

Assist with informing the FONWR members and public about conservation in general and the Refuge Complex and FONWR in particular. Create press releases twice per month, use Constant Contact to communicate with members, assist with newsletters and brochure layout and content, and other duties as agreed upon.

### Local Fundraising

Assist FONWR in registering for community reward programs (ie: Kroger, Meijer, etc.), registering for tax-exempt status, secure sponsorships and door prizes from businesses, other duties as agreed upon.

### Grants

Assist with identifying, applying for, and obtaining grants to support the FONWR and the Ottawa National Wildlife Refuge Complex. Develop a network of other Friends groups to help with grant identification and application. Prepare grant reports as requested by the granting agency and the FONWR board.

### Baking for Members Events

Help bake goodies ranging from cakes to cookies for our monthly get together. We try to schedule a monthly speaker on interesting topics from history to science. These events are usually held the third weekend of the month, in conjunction with the Wildlife Drive and feature coffee, hot chocolate, tea and various goodies.

# Volunteer Application

## Friends of Ottawa National Wildlife Refuge

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### What volunteer work are you most interested in?

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Nature Store     | <input type="checkbox"/> Grants      | <input type="checkbox"/> Print Publications |
| <input type="checkbox"/> Office /Clerical | <input type="checkbox"/> Historical  | <input type="checkbox"/> Membership         |
| <input type="checkbox"/> Special Events   | <input type="checkbox"/> Photography | <input type="checkbox"/> Fundraising        |
| <input type="checkbox"/> Baking           |                                      |   |

### What skills/experience do you have that you would like to use in your volunteer work?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Working with People         | <input type="checkbox"/> Clerical/Office | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> First Aid/CPR Certification | <input type="checkbox"/> Retail/Store    | <input type="checkbox"/> Research        |
| <input type="checkbox"/> Teaching                    | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Photography     |
| <input type="checkbox"/> Other: _____                |  |  |

Are you a US Citizen?  Yes  No Do you have a Driver's License?  Yes  No

### When are you available to work?

- January  February  March  April  May  June  
 July  August  September  October  November  December

How many hours per week are you available for volunteer work? \_\_\_\_\_

### What days are you available for volunteer work?

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

### Why do you want to volunteer with Friends of Ottawa NWR?

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**Is there anything else you would like us to know?**

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Thank you for your interest in Friends of Ottawa NWR!**

**Please submit this application to:**

Friends of Ottawa NWR

14000 W. State Route 2

Oak Harbor, OH 43449

-or-

[friendsofottawanwr@gmail.com](mailto:friendsofottawanwr@gmail.com)