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,

[Signature]

Dr. Jenni Biegala, PhD
Board President
Friends of Ottawa National Wildlife Refuge
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 manner, 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?
___Nature Store  ___Grants  ___Print Publications
___Office /Clerical  ___Historical  ___Membership
___Special Events  ___Photography  ___Fundraising
___Baking

What skills/experience do you have that you would like to use in your volunteer work?
___Working with People  ___Clerical/Office  ___Writing/Editing
___First Aid/CPR Certification  ___Retail/Store  ___Research
___Teaching  ___Public Speaking  ___Photography
___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?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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