



# Conservation Opportunity

## Volunteer Application Form

Please fill out this form and return it to Conservation Opportunity (CO) to apply for a volunteer (unpaid) position. You may attach this form, along with a **copy of your resume**, to an email addressed to Fabiola Torres at [forres@conservationopportunity.org](mailto:forres@conservationopportunity.org).

Conservation Opportunity is a non profit organization that provides those living and working in Puerto Rico the work experience and professional development to become more competitive within the field of environmental conservation. We invite volunteers to engage with our community by joining online and in person events throughout the island and by providing various services.

After we receive your application, we will contact you and arrange for an interview (in person, on Zoom or by phone) with a member of our staff. All information on this form will be kept confidential and will help us find the perfect volunteer project for you.

### Required Information:

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Employer (if applicable): \_\_\_\_\_

Do you have skills, special interests or experience that you would like us to consider when placing you into an appropriate position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteer Opportunities:**

Here are some of the volunteer (unpaid) positions we offer. Please check the one(s) you would be most interested in.

\_\_\_ Office help (routine office tasks on a specific day of the week).

\_\_\_ Events (Organizing community events, fundraising events, client get togethers, celebratory events).

\_\_\_ Fundraising (may involve telephone calls, writing thank you notes, or grant writing).

\_\_\_ Marketing/Communications (writing for publications and fundraising messages. Social media experience appreciated).

\_\_\_ Web (depending on your experience, this may involve updating our website or helping us implement new digital features).

\_\_\_ Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

What days are you usually available?  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

How many hours are you available per week? \_\_\_\_\_

Do you prefer morning or afternoon (add any specific times if you wish)? \_\_\_\_\_  
\_\_\_\_\_

**Emergency contact information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Liability Release and Intellectual Property Agreement:**

I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward. I hereby grant the organization, and its authorized agents, vendors, officers, directors, employees, licensees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, world-wide right and license to use, reproduce, display, perform, edit, create derivative works of, and distribute, in whole or in part, any intellectual property or works developed, written work created, photographs and/or recordings taken by me during activities sponsored by the organization, for any purpose, in any and all manner or media now known or hereinafter developed.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Dress Code Policy:**

The Conservation Opportunity dress code policy is designed to help us all provide a consistent professional appearance to our community and colleagues. Our appearance reflects on ourselves and the nonprofit we represent. The goal is to be sure that we maintain a positive appearance and not to offend community members, supporters, or colleagues. Therefore, clothing attire should not be inappropriate, distracting, or revealing. The CO dress code policy applies to all staff members, including volunteers.

**Conservation Opportunity Dress Code Policy:**

- Volunteers are expected to dress in casual, business casual, and smart casual attire unless the day’s tasks require otherwise.
- Volunteers must always present a clean, professional appearance. In a non casual event, everyone is expected to wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with political oriented, activist, offensive or inappropriate designs or stamps are not allowed.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

**Dress Code Violations:**

Managers or supervisors are expected to inform staff when they are violating the dress code. Volunteers in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.

**LECTURE & ACCEPTANCE**

I, \_\_\_\_\_, have read the **Conservation Opportunity Volunteer Application Form**, provided accurate information and agree to the terms and conditions established herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- If a minor (less than 18 years of age) -

Name of parent or guardian: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_