

Jo Daviess Conservation Foundation and Casper Creek Natural Cemetery Volunteer Handbook

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WELCOME LETTER

Welcome to the Jo Daviess Conservation Foundation! We are glad you have decided to join our family of volunteers. Each of you brings to JDCF your own set of interests, experiences, and backgrounds. Each new volunteer is therefore an exciting addition to our organization. Our operation depends on you, and you can be assured that we will appreciate you. We hope we can fulfill your own set of needs as a volunteer and make this relationship one you will appreciate, too.

We have prepared the information in this handbook to introduce you to our operations in order to make you feel more comfortable and confident volunteering here. It will answer many questions you may have about the Foundation - its purpose, history, policies, and procedures.

We look forward to your contributions and suggestions for the Foundation's continued growth and success. Each of you plays an important role, and your hard work and dedication will help to solidify a phenomenal future for all of us. Let us know if there is anything we can do for you, and do not hesitate to contact us with any suggestions or ideas.

Welcome to the team!

A handwritten signature in black ink, appearing to read "Steve Barg", written in a cursive style.

Steve Barg
Executive Director

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PREFACE

This Handbook highlights Jo Daviess Conservation Foundation (“JDCF” or “the Foundation”) policies, general managerial guidelines, practices, and benefits for your personal education, and cannot be construed as a legal contract. In addition, circumstances may require policies, practices, and benefits described in the Handbook to change from time to time. Consequently, the Foundation reserves the right to change, supplement, or rescind any provisions of the Handbook as it deems appropriate, at its sole and absolute discretion, without prior notice. You are responsible for becoming familiar with and adhering to the policies, guidelines and other information in this Handbook.

Jo Daviess Conservation Foundation

Mission Statement

JDCF works to preserve and steward land and water for the lasting well-being of all people and wildlife.

Our Values

JDCF strives to operate in accordance with its core values relating to the following topics, which are explained in more detail on our website:

- Culture of Inclusion
- Passion
- Perpetuity
- Public Trust
- Innovative Leadership
- Community
- Organizational Excellence

JDCF History

In 1993, a group consisting of the following people created a board which founded the Jo Daviess Conservation Foundation: Oscar Gustus, Marcela Arnold, Helen Stadel, Keith Hesselbacher, Mark Elder, John Rutherford, Lester Johnson, Joel Holland. The motivation for organizing JDCF as it is today was to accept the donation of the Schurmeier Teaching Forest from the Schurmeier family.

JDCF Today

As Jo Daviess County does not have a forest preserve or conservation district to protect and make available parks and recreation areas, JDCF provides this service to our community without local tax dollar support. We currently have over 1,500 acres open, free to the public, to enjoy outdoor recreational activities.

Organizational Structure

The JDCF Board of Directors oversees the organization. JDCF staff manages the organization and its volunteers, providing executive functions and performing its operations in three main programmatic areas:

- Land Preservation
- Land Stewardship
- Education and Outreach

Casper Creek Natural Cemetery

Mission Statement

The mission of Casper Creek Natural Cemetery (CCNC) is to deliver caring, respectful and affordable natural burial services of the highest quality to individuals and families, while at all times preserving and protecting the conservation values of the cemetery grounds in cooperation and partnership with the Jo Daviess Conservation Foundation (JDCF).

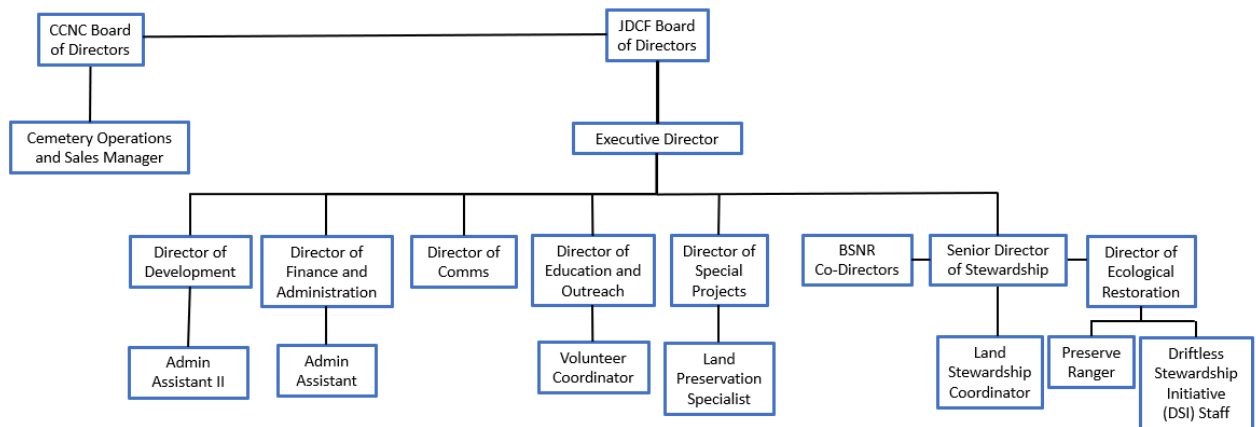
The Site

The CCNC site is contiguous to one of JDCF's premier properties, Casper Bluff Land and Water Reserve, which boasts commanding views of the Mississippi River, miles of walking trails, restored prairies, and open oak woodlands.

A Lasting Legacy

A portion of the purchase price of any of our natural cemetery services, be it burial of a body or ashes, or ash scattering, includes a donation directly to JDCF. These donations support JDCF's land stewardship efforts and education/outreach programs.

Staff Structure



VOLUNTEER PROGRAM

Volunteers complement, assist, and partner with staff in virtually every facet of JDCF's operations. We recognize that volunteers can provide JDCF with a resource of talent that is unavailable in any other way. We strive to provide volunteer opportunities that create a mutually beneficial experience for both the volunteer and the organization.

Volunteer Position Descriptions

The volunteer position descriptions offer a basic overview of volunteer tasks that may interest you.

JDCF volunteer positions

- Development Support
- Education and Outreach
- Land Stewardship and Galena Area Land Enthusiasts
- Land Preservation

CCNC volunteer positions

- Administrative Support
- Education and Outreach
- Land Stewardship
- Events

**Jo Daviess Conservation Foundation
Development Support Volunteer Description**

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location | JDCF Office or Development event location |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Staff Supervisors | Director of Development - Kelly Myers - kmyers@jdcf.org Director of Communications - Deb Kelly - dkelly@jdcf.org |

Position Description

Administrative Support includes, but is not limited to: Development event support such as set-up and clean-up; mailings; other types of technical support such as video and graphic design; set-up of displays and exhibits, sign-up of guests and membership, assistance of seating and/or parking of guests.

Purpose of Position

Multiple times a year the JDCF staff is pushed to its limit to reach our membership, and to plan and execute events for volunteers and members. JDCF would not be able to give and get the needed support without the people-power of volunteers.

Requirements

Volunteers who assist during events should be able to lift moderately heavy weights such as boxes with JDCF membership materials and the ability to help set up tables and chairs.

Volunteers who wish to assist with technical support such as video or graphic design will need to have some experience in those areas.

Supplies Needed

Dress code should be followed as stated for each event.
JDCF will supply all additional materials for tasks.

Additional Information

A knowledgeable volunteer leader (or staff) will join any new volunteers to guide them in their administrative tasks. A conflict of interest form may be required depending on scope of work.

**Jo Daviess Conservation Foundation
Education and Outreach Volunteer Description**

| | |
|---------------------------|--------------------------------------------------------------------|
| Location | JDCF Preserves |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Project supervisor | Director of Education and Outreach - Hillary Holt - hholt@jdcf.org |

Position Description

This position will assist with Educational and Outreach programs which include: Community Science projects; Youth and Family public programs; Summer Camps; School Programs; Adult Outreach Events; JDCF Property tours. Involvement is based on interest and availability. Tasks may include, but are not limited to, assisting staff to implement outdoor education programs for youth and adults, leading property tours, overseeing sign-in tables, directing parking, guiding visitors, answering questions, surveying for native species, monitoring bluebird boxes.

There is the opportunity to get involved with the Education and Outreach volunteer committee task-teams to schedule and plan educational events alongside staff. Speak with Hillary and Ginni about joining a task-team.

Requirements

Enjoyment of being in nature with other nature lovers.
A curious nature, and a willingness to learn.
A tolerant and open mind.
Ability to walk long distances over uneven terrain, and stand for extended periods, as necessary.
Enjoy working and interacting with people.

Supplies and Apparel Needed

Apparel Required: Sturdy walking/hiking shoes, hat for sun protection, weather appropriate layers and gear such as hats and gloves.

Supplies Required: Water bottle, snacks, bug spray, sunscreen, hand-warmers and whatever you need to be comfortable. As necessary: binoculars, field guides, hand lenses. JDCF will supply additional equipment as needed.

Additional Information

Community Science projects are done at various times of the year on JDCF properties and may include recording species of plants, insects, birds, and other wildlife, as well as monitoring nest boxes. Volunteers walk nature trails with binoculars and field guides to help ID species, take photos and utilize apps when necessary such as iNaturalist, eBird, and Merlin to help ID species. A knowledgeable volunteer leader (or staff) will assist and train new volunteers. It takes time and patience to learn the species. Do your best and make extra notes when you are not sure about an ID.

Jo Daviess Conservation Foundation
Land Stewardship and Galena Area Land Enthusiasts (GALE) Volunteer Description

| | |
|---------------------------|--------------------------------------------------------------|
| Location | JDCF Preserves |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Project supervisor | Volunteer lead Fred Petersburg – fnpetersburg@gmail.com |

Position Description

Land Stewardship includes, but is not limited to: maintenance and restoration activities such as invasive species removal, native species planting, seed gathering, prescribed burning, general clean-up, trail development and maintenance. Also, volunteers may occasionally work on structural maintenance such as kiosk building, painting and bridge building.

Purpose of Position

JDCF's mission is the protection and care of land and water for people and wildlife into the future. It is the aim of Land Stewardship to develop and maintain our preserves to the best possible condition for the enjoyment and use of the public and health of the ecosystem. As the amount of land that JDCF manages grows, volunteers are essential to stewarding that land successfully across all seasons.

Requirements

Enjoyment of time spent working outside
Able to walk over uneven terrain
Ability to carry up to 30lbs
Ability to operate hand tools such as loppers and saws

Supplies and Apparel Needed

Apparel Required:

General Maintenance/Planting: Sturdy walking/hiking shoes, hat for sun protection, weather appropriate layers and gear such as hats and gloves.

Tree and Brush Removal: Leather boots, weather appropriate clothing must include long sleeves and pants, leather gloves - if operating chainsaw must have certified saw training and proper PPE such as hard hat and chaps (JDCF may be able to provide if needed).

Herbicide Application: Sturdy hiking shoes/rubber boots, gloves, sun hat, long sleeves, work pants - must have correct license.

Prescribed Burning: Leather boots, leather gloves, weather appropriate cotton-based pants and long-sleeved shirt (JDCF will provide Nomex as available) - participation dependent on training and experience.

Supplies Required: Water bottle, snacks, bug spray, sunscreen, hand-warmers and whatever you need to be comfortable. All other necessary tools and equipment will be provided by JDCF **as available**.

Additional Information

A knowledgeable volunteer leader (or staff) will join any new volunteers to guide them in their stewardship tasks.

**Jo Daviess Conservation Foundation
Land Preservation Volunteer Description**

| | |
|-------------------------|-----------------------------------------------------------------------|
| Location | Various JDCF properties |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Staff Supervisor | Preservation Specialist - Sarah Ashcraft-Johnson - sajohnson@jdcf.org |

Position Description

Land Preservation includes, but is not limited to: easement monitoring, GIS mapping, legal document review and drafting, archeological surveys, and land surveys. Please note that most of the Land Preservation positions require previous experience.

Purpose of Position

As JDCF increases the number of easements we hold and properties we manage, the donation of time by volunteers with relevant technical expertise is highly valued. This position provides knowledgeable support for staff. Training possible for long-term volunteers.

Requirements

Experience with GIS or other mapping, as necessary. (Not necessary, but helpful)
Ability to use or be trained on GPS, as necessary.
Able to read a map, and compass to orient yourself, as necessary.
Experience as an attorney or professional land surveyor, as necessary.

Supplies and Apparel Needed

Apparel required for field work: Sturdy walking/hiking shoes, hat for sun protection weather appropriate layers and gear such as hats and gloves.

Supplies required for field work: Water bottle, snacks, bug spray, sunscreen, hand-warmers and whatever you need to be comfortable.
Depending on the task volunteers will have the option of using a computer at the JDCF office or their personal computer. All other necessary tools, equipment and software will be provided by JDCF.

Additional Information

A knowledgeable volunteer leader (or staff) will join any new volunteers to guide them in their land preservation tasks.

**Casper Creek Natural Cemetery
Administrative Support Volunteer**

| | |
|---------------------------|--------------------------------------------------------------|
| Location | CCNC Office - 126 N. Main St, Elizabeth, IL |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Project supervisor | Andra Olney-Larson - caspercreeknc@gmail.com |

Position Description

Assist CCNC staff with office and clerical work, including but not limited to: assisting with filing of contracts, communications, and scheduling tours; assisting with filing and review of invoices; assisting with digital filing and reviews of files stored in CemSites; assisting with and maintenance of files needed on CCNC Google Drive.

Requirements

This position would include a thorough interview process to determine eligibility to handle sensitive data, training to navigate and upload to CemSites and Google Drive, and training to understand internal CCNC processes to address needs. The capacity for a dynamic sharing of ideas for organization and processes is encouraged.

Supplies and Apparel Needed

Apparel Required: Comfortable office attire.

Supplies Required: All required materials and office supplies provided.

Additional Information

Nondisclosure Agreement (NDA) and conflict of interest forms must be completed.

**Casper Creek Natural Cemetery
Education and Outreach Volunteer Description**

| | |
|---------------------------|---------------------------------------------------------------|
| Location | Event Location or CCNC Office - 126 N. Main St, Elizabeth, IL |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Project supervisor | Andra Olney-Larson - caspercreeknc@gmail.com |

Position Description

| |
|----------------------------------|
| Education and Outreach Volunteer |
|----------------------------------|

Requirements

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Help to create, schedule and/or lead events aimed at community involvement at CCNC; leading public or private tours. These educational events can include but are not limited to: nature hikes, on-the-land presentations by CCNC and relevant ecologists/ entomologists/ biologists/ therapists/ historians /instructors. All outreach opportunities would be under the advice of CCNC representatives, while the volunteer would be able to help design and implement events focused on either the care of self/families related to end-of-life experiences, nature, or education related to conservation and end-of-life practices and history. |
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Supplies and Apparel Needed

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|-------------------------------------------|
| Apparel Required: Varies by event. |
|-------------------------------------------|

Additional Information

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|-------------------------------------------------------------------------------------------|
| The capacity for a dynamic sharing of ideas for organization and processes is encouraged. |
|-------------------------------------------------------------------------------------------|

**Casper Creek Natural Cemetery
Land Stewardship Volunteer Description**

| | |
|---------------------------|------------------------------------------------------------------------------------------------------|
| Location | Casper Creek Natural Cemetery - 870 Pilot Knob Rd, Galena |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Project supervisor | Andra Olney-Larson - caspercreeknc@gmail.com |

Position Description

Stewardship and Land Volunteer

Requirements

Assist with regular needs of CCNC grounds to connect with the land and attend to CCNC's high standards. These tasks can include but are not limited to: raking and brush maintenance of the Memorial Grove; as needed fills of internment spaces; team burn assistance; team seeding assistance; removal of garlic mustard from Memorial Grove; removal of invasive species and unwanted growth in tree beds; grave marking for excavations. In accordance with the established Land Management Plan and JDCF staff, this role would include extensive training in the field to create an expected experience for visitors, family, and representatives of CCNC.

Supplies and Apparel Needed

General Maintenance/Planting: Sturdy walking/hiking shoes, hat for sun protection weather appropriate layers and gear such as hats and gloves.
Tree and Brush Removal: Leather boots, weather appropriate clothing must include long sleeves and pants, leather gloves.
Herbicide Application: Sturdy hiking shoes/rubber boots, gloves, sunhat, long sleeves, work pants.
Prescribed Burning: Leather boots, leather gloves, weather appropriate cotton-based pants and long-sleeved shirt (JDCF/CCNC will provide Nomex).
Supplies Required: Water bottle, snacks, bug spray, sunscreen, hand-warmers and whatever you need to be comfortable. All other necessary tools and equipment will be provided by CCNC.

Additional Information

The capacity for a dynamic sharing of ideas for organization and processes is encouraged.

**Casper Creek Natural Cemetery
Event Volunteer Description**

| | |
|---------------------------|------------------------------------------------------------------------------------------------------|
| Location | Casper Creek Natural Cemetery - 870 Pilot Knob Rd, Galena |
| Main contact | Volunteer Coordinator - Ginni Yarbrough - volunteer@jdcf.org |
| Project supervisor | Andra Olney-Larson - caspercreeknc@gmail.com |

Position Description

Event Support

Requirements

Assist in events coordinated by CCNC alongside at least one representative of CCNC. Opportunities may include but are not limited to: staffing booths at events and handing out information; assisting in burials as a pall-bearer; assisting in burials for hand-lowering; assisting in burials to provide greenery; placing and lighting candles for Bonfire on the Bluff; assisting with educational events in various roles.

Supplies and Apparel Needed

Apparel Required: Varies by event.

Additional Information

This position would include extensive training on each individual role, and would always have the support of CCNC representatives. The capacity for a dynamic sharing of ideas for organization and processes is encouraged. Nondisclosure Agreement (NDA) and conflict of interest forms may be required.

Volunteering Locations

JDCF stewards properties across Jo Daviess County and the surrounding area. Some of these properties we own and are open to the public, while others that we own are only open to the public for special occasions and events. Finally, there are properties that we do not own but occasionally help to steward. Volunteers may find themselves participating in activities across all of these properties.

JDCF Properties - Open to the public

- Big Sky Nature Reserve
 - Home Farm section:
 - Parker Workshop: 6504 E. Parker Road, Stockton, IL
 - Main parking: 5777 S. Massbach Road, Stockton, IL
 - North parking: 5229 S. Massbach Road, Stockton, IL
 - South parking: 6890 E. Parker Road, Stockton, IL
 - Valley of Eden Section:
 - Main parking: 5559 E. Rush Creek Road
- Rutherford Refuge at Twin Bridges Nature Preserve: 9532 E Twin Bridges Rd, Warren, IL
- Schurmeier Forest: 147 E Reusch Rd, Elizabeth, IL
- Wapello Land and Water Reserve: 8642 IL RT 84 South, Hanover, IL
- Buehler Preserve parking: 102 Jefferson St, Galena, IL
 - This is meeting location, preserve is located .5 miles east on Galena River Trail
- Horseshoe Mound Preserve: 1679 N Blackjack Rd, Galena, IL
- Casper Bluff Land and Water Reserve: 870 S Pilot Knob Rd, Galena, IL
 - Parking lot at top of the hill at the end of the drive

Casper Creek Natural Cemetery

Located at Casper Bluff Land and Water Reserve: 870 S Pilot Knob Rd, Galena, IL
Parking lot at the bottom of the hill

JDCF Properties - Invitation/Registration-only access

Portage Property: 1221 Ferry Landing Road, Galena IL
Keogh Land and Water Reserve: 1683 N Cross Rd, Galena, IL
Thomson Bluffs: TBD

Partner Preserves

Galena Gateway Park - City of Galena: 9300 Powder House Hill Rd, Galena, IL
Witkowsky State Wildlife Area: 7351 W Blackjack Road, Galena, IL
This preserve has multiple parking lots - confirm meeting location with supervisor

Volunteer Service Expectations

JDCF volunteers are expected to conduct themselves in a manner that ensures a positive, safe, and efficient work environment. The following sections provide general guidelines for appropriate conduct while volunteering.

Schedules and Attendance

As a volunteer, you may create a schedule according to your availability by contacting the office for opportunities. You may also be contacted individually or as part of a mass volunteer solicitation for

events, workdays, public outreach and other occasions. If you are going to be absent or late, it is your responsibility to inform your coordinator of your status at least one hour before the start of your shift.

Schedule Changes

- **Weather Conditions**
If there is one thing no one can control, it is the weather. There may be occasions when extreme weather affects our operation. When this happens, outdoor activities, such as events and workdays, may be canceled or postponed due to conditions. Check with your coordinator for more information.
- **Illness**
JDCF follows the latest CDC guidelines, but in general, please stay home if you are exhibiting any symptoms of illness. Please take the time to become familiar with the Center for Disease Control (CDC) website and how to protect yourself and others. Let the volunteer coordinator or project supervisor know if you are unable to attend the scheduled service date.

Time Tracking

Volunteer hours are considered a gift-in-kind donation, a contribution the organization reports on an aggregate basis for grant applications and other purposes.

Please sign in each time you volunteer. If a sign-in sheet is not provided, please track the number of hours you work and report this to your supervisor. Do not sign in and out for lunch or breaks, but include it in your total hours for the day. Record the activity you worked on. Time spent for training, orientation, or other required meetings is considered time volunteered and should be indicated on the sign in sheet or tracking form. Driving time may be included in your volunteer hours. Please sign in only when you serve as a volunteer, not when you are visiting the JDCF office or properties for recreation.

Breaks and meals

Generally, the organization does not provide meals. From time to time, the organization may provide food for a group working on an event or special project. If you leave the work area during a break period, please notify your supervisor.

Dress Code and Appearance:

This code provides the general requirements concerning dress at JDCF. Depending upon your job assignment, you will wear either apparel that is issued to you, your own attire, or a combination of both. All JDCF volunteers, regardless of public contact, are expected to follow the grooming standards explained below.

All volunteers must follow these guidelines

- Clothing must be neat, clean, and appropriate to the activity, particularly when you are engaging with the public.
- Footwear should be appropriate to the job especially during stewardship activities. We ask that you do not wear beach shoes/flip flops.
- If necessary for job safety, long hair should be pinned up or tied back.

Smoking

The JDCF office is a non-smoking facility. There is no smoking permitted for employees, volunteers, and visitors in all JDCF buildings and outbuildings. Volunteers who do smoke must observe the following guidelines:

- Volunteers are only allowed to smoke in designated areas not in public view.
- Volunteers shall check with their supervisor on appropriate areas to smoke.
- Volunteers shall not leave cigarette butts or other debris on the grounds. Please dispose of them appropriately.

Pets

Leashed dogs are allowed on several of our preserves; however, please do not bring pets along while volunteering as this may detract your attention away from the work at hand. Always clean up after your pet when visiting a reserve for recreation.

Problem Resolution

In any work situation, we understand that it is possible for problems to arise. JDCF is committed to addressing and resolving your concerns as early as possible. If you have a problem or conflict, we encourage you to discuss it with the volunteer coordinator or project supervisor as soon as possible.

Safety Provisions

JDCF takes the safety and health of our employees, volunteers, and visitors very seriously, and the prevention of accidents is given the highest priority. Worker and visitor safety are a concern that all team members must address constantly, which means being alert to hazards that can cause injury to workers or visitors as well as property damage to our facility and preserves. If you ever see anything that appears unsafe, please notify your supervisor immediately. While serving as a volunteer, you are responsible for your own actions with regard to the safety and property of all those involved and affected by your activities. JDCF will ask you to sign appropriate releases of liability as part of its risk management practices.

Unauthorized Areas

The Foundation has several areas that are "Authorized Access Only." These areas are designated for authorized staff only. You will be given authorization to enter these areas if necessary to complete your work.

First Aid for Workers

If you are injured, report it immediately to your supervisor. You will have access to a First Aid Kit. Become familiar with its location.

Witness to Unlawful Activities

If you witness unlawful activities occurring on JDCF property, follow these steps:

1. Do not approach.
2. Get to a safe space.
3. Contact 911 or the emergency number on the blue sign located at the preserve's kiosk.
4. Contact JDCF staff supervisor or the volunteer coordinator.

Required Supplies and Apparel

- Basic needs -Volunteers are responsible for: Water, snacks, sun screen, bug spray, hand-warmers, etc. - JDCF will supply as available.
- Weather apparel - Volunteers are responsible for dressing appropriately for the weather, including: layers, sun protection, hats, gloves, etc.
- Proper Protective Equipment - All stewardship volunteers: sturdy boots, long sleeves, pants, sturdy work gloves.
- Chain-saw use (only with training) - Volunteers can or JDCF will provide as is available: Safety glasses, ear protection, hardhat, chaps.
- Herbicide Application (only with license) - Sturdy hiking shoes/rubber boots, gloves, sun hat, long sleeves, work pants.
- Prescribed Burning (dependent on training and experience) - Leather boots, leather gloves, weather appropriate cotton-based pants and long-sleeved shirt (JDCF will provide Nomex as available).

Accident Prevention

Workers should be mindful of safety at all times. Should you discover a hazardous condition, immediately report it to your supervisor.

Lifting Objects:

Upon occasion, you may be lifting objects. To protect yourself from injury, follow these simple rules:

- Bend your knees, keep your back straight, and lift with your legs. Never attempt to pick up an object with your back by bending your back and keeping your legs straight.
- Never twist your back.
- Never pick up an object that is beyond your physical abilities. Ask for help.
- Lift in one single, smooth motion. Avoid quick, jerky motions.

Hand Tools, Power Tools, and Chainsaws

- While performing stewardship activities, a wide variety of hand and power tools may be used. If you are not familiar with the proper use of a tool, training from your supervisor prior to use is required. Always wear the proper safety gear and protective clothing when operating tools and machinery.
- Chainsaws are to only be used by qualified or in-training workers as outlined in the JDCF Chainsaw and Brush Cutter Use and Safety Policy*.
- Do not operate chainsaws or other power equipment alone, and have a radio, cell phone, or other means of contacting help with you at all times.

Other Heavy Equipment Use

- Only volunteers that have received proper training and approval from their supervisor shall be permitted to drive a tractor, mower, truck; haul a trailer and/or operate a UTV.

General Pesticide/Herbicide

- All workers using chemicals as a JDCF staff or volunteer are required to obtain an Illinois Pesticide Applicator's License.
- If an Applicator License cannot be obtained, an Operator License is acceptable if the worker is working under the supervision of someone with an Applicator License.

Prescribed Burns

- Volunteers may participate in prescribed burns according to the Prescribed Burn Policy*. This policy contains qualifications for each of the roles of: Crew Member, Crew Leader, and Burn Boss. Volunteers may only fulfill a role for which they have met the necessary qualifications. Final calls on crew positions are made by Burn Boss.

* Volunteers will be provided these documents during required training

Emergency Response

Serious accidents, medical conditions, or fires (extinguished or not) are considered an emergency and must be reported immediately. When reporting or dealing with an emergency, remember:

1. If you are ever uncertain of what to do – call for help!
2. If the person is able to walk, escort the person to get First Aid.
3. If the person should not be moved, call your supervisor or 911 to report the incident. Stay with that person until help arrives.
4. Remain calm and call a JDCF staff or project supervisor immediately.

5. Do not discuss the incident with anyone other than your project supervisor.
6. Give a full report if requested by your supervisor or designated representative.

Severe Weather Procedures

In the case of severe weather, our main goal is to get all staff, volunteers and visitors inside or to a sheltered area as quickly, safely, and calmly as possible.

If severe weather is present in the area, the supervisor will be the person in charge of determining any steps needed to protect volunteers. The supervisor will judge the severity of the weather and the proper precautions to be taken as the situation develops.

IN SEVERE WEATHER EMERGENCY, PLEASE REMEMBER THE FOLLOWING POINTS:

- Only after all visitors and volunteers have taken shelter should staff seek shelter. Volunteers should assist as they are comfortable.
- In any emergency situation, strive to remain calm and keep visitors and other workers calm – avoid yelling, running, and panic.
- If a severe weather emergency should arrive with little or no notice, staff should direct visitors to seek shelter indoors if possible, preferably in the lowest level of the building, away from exterior walls, glass, and areas with a large roof expanse.
- If outdoors and no sturdy shelter is available:
 - Tornado: find low ground or a ditch, lie flat and face-down on the ground, and protect the back of your head with your arms. Do not get into a vehicle.
 - Lightning: Get into a vehicle if possible, being careful not to touch metal or windows once inside. If no vehicle is nearby, move to a lower elevation and avoid large open spaces where you are taller than anything else around you. Stay away from isolated objects such as trees and light posts, and avoid unprotected or metal structures as these can attract lightning strikes. Remove metal framed backpacks, and stay away from metal tools. If a lightning strike is imminent (hair standing on end, tingling skin, crackling sound, etc.) assume the “lightning crouch” immediately: squat down with your feet together, your head tucked to your chest or between your knees, and your hands covering your ears. Do NOT lie flat on the ground, as this gives the lightning a larger target.
- No staff member, volunteer or visitor should leave their shelter during severe weather, unless instructed to do so by a supervisor.

Handling a Guest Concern

Occasionally, a guest will approach you with a concern. To help this turn into a positive situation, here are a few tips:

- Listen – Determine what the guest wants and what the problem is.
- Show Concern – Indicate you are sorry it happened but avoid long justifications.
- Take Action – Handle the situation within your span of control.
- Never place your hands on a visitor.

If you need assistance, tell the person you will call your supervisor immediately, and do so. If the visitor wishes to make a written complaint, direct the guest to staff. Remain calm and courteous, regardless of the person’s attitude.

If a visitor should become abusive or threatening, stay calm, politely excuse yourself, leave the area, and immediately contact your supervisor. Avoid further contact with the abusive person, and follow the instructions of your supervisor.

Maintain a Positive Team Environment

To provide a quality experience for our guests, it takes teamwork between you and every other worker. Get to know your fellow workers and their jobs so you can effectively work with them. Help create a pleasant and enjoyable atmosphere by doing your job as you are assigned, asking for help when you need it, offering help when you can give it, and doing jobs you know need to be done before you are asked to do them.

Remember, treat your fellow workers with the same respect, courtesy, and friendliness that you would give to any of our visitors.

By working as a team, we can make JDCF and our properties fun and enjoyable places for our employees and volunteers as well as our visitors.

JDCF Volunteer Policies

Personal Property

The Foundation does not assume any responsibility for the loss, theft or damage to personal belongings. In order to minimize your risk, we advise you not to carry unnecessary amounts of cash or other valuables. If you must bring personal items to work, you are expected to exercise reasonable care to safeguard them. Such items should never be left unattended or in plain view.

Collecting/Gathering

Volunteers may not use their JDCF affiliation to promote any personal collecting activities on JDCF preserves, including plants, animals, minerals, and archeological remains.

Reference/Background Checks

JDCF reserves the right to require references and/or a background check for any potential volunteer. Volunteers who refuse permission for a background check or whose background check fails to meet or exceed the organization's standards may not be accepted.

Child Protection Policy

Along with our public education programming, JDCF operates as a partner to other youth organizations to provide environmental education and connect kids with local nature.

During the course of public outreach programming parents or guardians are required to be present throughout the program. All other programming is done in conjunction with a school or affiliated organization which bears the brunt of the registration and liability. JDCF will inform all affiliated organizations that JDCF youth and family volunteers will be present when implementing our programming.

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of 18 years. The term "worker" includes both paid and volunteer persons who work with children.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

- Written Application – All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous affiliation with organizations, reference and employment information and disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at JDCF.

- Personal Interview – Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.
- Reference Checks – Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at JDCF offices.
- Criminal Background Check – A national criminal background check will be conducted on staff and volunteers at the request and expense of affiliated program-partner organizations.

JDCF may perform background checks on workers at the organization's expense. Before a background check is run, the prospective worker will be asked to sign an authorization form allowing the organization to run the check. An individual who declines to sign the authorization form, will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Executive Director and Education and Outreach staff, on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at JDCF.

Check-In/Check-Out Procedure

Children are not allowed to be at a JDCF program without a parent or guardian present, or staff members/volunteers of the affiliated program-partner responsible for the registration and liability of the attendees.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be present at all times when youth are being supervised during our programs and activities. Some youth programs may have only one adult teacher in attendance during the session; in these instances, if indoors, doors to the meeting room should remain open; if outdoors, the meeting area should be in a publicly accessible and viewable space. In these circumstances, there should be no fewer than three students with the adult worker or volunteer. We do not allow minors to be alone with one adult on our premises or in any sponsored activity.

Restroom Guidelines

Never take a child to the bathroom alone. When any child needs to use the bathroom, the workers should check the bathroom first to make sure that it is empty, and then allow the child(ren) inside. The workers should then remain outside the bathroom door and escort the children back to the program. For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

Open-Door Policy

Meeting room doors should remain open. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize there may be times when it is necessary or desirable for workers under age 18 to assist during programs or activities.

The following guidelines apply to teenage workers:

- Must be at least age 14.

- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Sick Child Policy

It is our desire to provide a healthy and safe environment for youth at JDCF. In general, children with the following symptoms should NOT be in a program:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other participants and as necessary the affiliated organization's staff will be asked to contact the parent or guardian to request that the child be picked up for the day.

Medications Policy

It is the policy of JDCF not to administer either prescription or non-prescription medications to the youth under our care. Medications should be administered by a parent/guardian at home or by the affiliated organization. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions, such as asthma or severe allergic reactions. Parents of such children, or the staff of the affiliated organization should address the situation with JDCF Education and Outreach staff to develop a plan of action.

Discipline Policy

It is the policy of JDCF not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting or other physical discipline. Workers should consult with the parents or guardians or the staff of the affiliated program-partner if assistance is needed with disciplinary issues.

Accidental Injuries

In the event that a child is injured during a JDCF program, and as it aligns with the affiliated organization's policies:

- A. For minor injuries, scrapes and bruises, workers will provide first aid (Band-Aids, etc.) as appropriate.
- B. For injuries requiring medical treatment beyond simple first aid, call 911 if there are any doubts. Assist parents/guardians and affiliated organization as is possible and within your comfort zone.
- C. JDCF volunteers need to report any incidents to staff members. There will be a debrief on the incident with appropriate staff and volunteers.

Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:

- A. Physical Abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns and biting.
- B. Emotional Abuse – emotional injury in which the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- C. Sexual Abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest and pornography.
- D. Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter and medical care.

Workers may have the opportunity to become aware of abuse or neglect of a child or children at a JDCF program. In the event that a worker becomes aware of suspected abuse or neglect of a child, it should be reported immediately to the JDCF Education and Outreach staff who will disclose to the Executive Director for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at JDCF or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and JDCF will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. JDCF will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Executive Director of JDCF will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved, in which case the President of the Board of Directors or the Board's designee will be our spokesperson. We will seek the advice of legal counsel before responding to media inquiries or releasing information outside of the Foundation. All other representatives of the organization should refrain from speaking to the media.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Drugs and Alcohol: Drug-Free Environment

JDCF is committed to maintaining a productive, safe, and healthy environment, free of unauthorized drug use. Any worker involved in the unlawful use, sale, manufacturing, dispensing, or possession of controlled or illegal substances on JDCF premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Solicitation and Distribution

JDCF strives to provide a comfortable and productive environment for its employees and volunteers. In order to ensure that you can perform your tasks with a minimum of distraction, the organization enforces the following rules regarding the solicitation and distribution of non-JDCF literature or products on or in JDCF property and offices:

- Solicitation is prohibited during the working time of either the volunteer soliciting or being solicited.
- Solicitation during non-working hours (rest and lunch breaks) is not permitted in public areas or where volunteers have contact with visitors.
- The distribution of non-JDCF literature by volunteers on JDCF property is prohibited unless pre-approved by the Executive Director.

Media Relations Statement

It is possible that members of the media asking questions about JDCF or its activities may approach you. If unescorted members of the media approach you, always refer them to the Executive Director. If a JDCF staff member puts media in contact with you, you are authorized to answer questions that are within the scope of the issue initially discussed with staff.

Jo Daviess Conservation Foundation ("JDCF")

Volunteer Handbook Acknowledgement Form

1. As a JDCF volunteer or potential volunteer, I have been provided with access to the JDCF Volunteer Handbook ("Handbook") containing the JDCF service expectations, safety provisions and policies applicable to my service as a JDCF volunteer; and
2. I have read the Handbook and agree to perform my volunteer services in compliance with the expectations, provisions and policies contained therein.

Print Name: _____

Signature: _____

Date: _____

Jo Daviess Conservation Foundation (“JDCF”)

Volunteer Acknowledgement and Release Agreement

In consideration of my participation as a JDCF volunteer, I am signing below and confirming my acknowledgement and agreement with all of the following in connection with my volunteer service:

Assumption of Risks:

I understand that JDCF volunteer service involves certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. This includes, but is not limited to, risks of injury, illness or death from contact with foreign objects, equipment and debris, wild animals, poisonous plants, snakes, or from over-exertion or environmental conditions. While understanding and accepting these risks, I still voluntarily choose to participate.

Waiver of Liability, Indemnification and Hold Harmless:

I agree to release, indemnify and hold harmless JDCF and its respective successors, affiliates, co-organizers, and their respective directors, officers, employees, volunteers, representatives and agents (collectively, the “Releasees”), from any and all liability, bodily injury, death, damages of any kind, claims, actions, suits, procedures, costs and expenses, including any attorney’s fees, that may arise as a result of or otherwise in connection with my volunteer service with JDCF, except to the extent caused by the gross negligence or willful misconduct of JDCF and the Releasees.

Insurance:

I agree that my personal insurance, including health insurance, will be primary and noncontributory coverage for any liability and/or expense arising from my service as a JDCF volunteer, and any JDCF insurance coverage that might be applicable will be secondary.

Multimedia Permission:

I understand that JDCF and its representatives may take photographs and videos during outdoor education and special events, classes and other programs for use in JDCF publications, presentations, online postings and various media purposes that may include me, my likeness or my voice while I participate in my volunteer service or attend other JDCF events, and I irrevocably grant my full permission for all of the foregoing to be retained, edited, displayed, published or otherwise used or distributed at that time or in the future by JDCF and its representatives for any legitimate reason, including but not limited to promotion, outreach, press releases, articles, social media, or presentations. I confirm that the foregoing permission does not provide me with the right to receive any compensation or royalties or require my prior inspection or approval and that it will remain effective even after my volunteer service with JDCF terminates.

Service Scope and Behavior:

I acknowledge that I will provide my services as a volunteer and not as an employee of JDCF. I agree to: (a) perform only tasks assigned to me, observe all safety rules, and use care in all my actions; (b) not undertake tasks that are beyond my ability or use equipment and tools with which I am not familiar or able to safely operate, and to inform my supervisor or the volunteer coordinator if I have not received adequate instruction for my volunteer service or have any questions regarding such instructions; (c) not provide my services while under the influence of alcohol or any drug that may impair my abilities; and (d) take appropriate precautions against the spread of COVID-19 and other communicable illnesses during my services.

Confidentiality

I understand that during the course of my volunteer activity I may be privy to confidential information (e.g., personal or financial data, strategic plans, details of non-public properties or sensitive features) and agree not to disclose or share such information with anyone outside the JDCF staff, Board or its committees at any time.

Acknowledgement of Understanding:

I have read and fully understand this Volunteer Acknowledgement and Release Agreement. I confirm that I am freely and voluntarily providing my signature below and acknowledge that by doing so I am providing a complete and unconditional release of liability and my right to sue in connection with the subjects covered above to the full extent permitted by law. I also agree that if any provision of this agreement shall for any reason be unenforceable, then that provision shall be severed and not affect the validity and enforceability of the remaining provisions.

Print Name: _____

Signature: _____

Date: _____