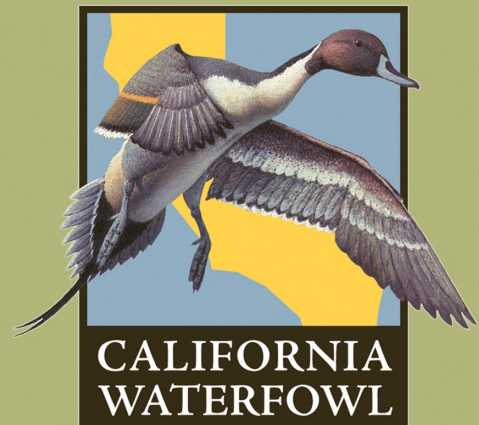




CALIFORNIA WATERFOWL

Volunteer Handbook



CALIFORNIA WATERFOWL

Welcome to California Waterfowl

Dear Volunteer:

We're very happy to welcome you to California Waterfowl. Thank you for joining our team!

You have joined an organization with an outstanding reputation for quality conservation programs. Much of the credit for this goes to each and every one of our volunteers. We hope you, too, will find satisfaction and take pride in your work here.

This handbook will provide answers to your questions about California Waterfowl and our policies and procedures for volunteers. We encourage you to read through this manual and keep it handy for quick reference. It's our goal to make you feel more comfortable, so if you have any questions feel free to contact us.

Personal growth is one of the main reasons people volunteer. At California Waterfowl you'll surely find opportunities to your liking while developing skills and long lasting friendships.

We would like to extend to you our best wishes for your success and happiness at California Waterfowl.

Sincerely,

A handwritten signature in black ink that reads "Bob McLandress". The signature is written in a cursive style with a period at the end.

Bob McLandress
President

What You Can Expect from California Waterfowl

Projects that fit your Interests, Skills, and Abilities

You've chosen to volunteer with California Waterfowl and we are pleased. Just as important as where you spend your time is the work you'll do. We want you to be excited about your experiences. If you've already filled out a volunteer application we have a general idea of where your interests, skills, and abilities lie. Communicate with us so we can better fit you into volunteer opportunities that you enjoy.

Orientation & Training

We want you to feel comfortable when you are representing California Waterfowl. By providing you with this program information plus one-on-one or small group training and skill-building materials, you will have a better understanding of what is expected for the tasks at hand. Periodically we will offer volunteer training sessions as well.

Treated with Respect and Courtesy

You are important to us, and we hope you will see that by the way you are treated with courtesy and respect. We hope that your experiences while volunteering for California Waterfowl are all pleasant ones. If anything ever makes you feel uncomfortable, please let us know!

Thank You

You've graciously donated your time to California Waterfowl, and we want you to know that it is not going unnoticed. We appreciate your efforts and share in your successes. At select intervals we will celebrate with you at volunteer appreciation events. We encourage you to come, as these are great opportunities to connect with other volunteers and staff. Simply, we want to say thanks for all you're doing.

Contact Information

Sacramento Office: (916) 648-1406

Web site: www.calwaterfowl.org

E- mailbox: cwa@calwaterfowl.org

What California Waterfowl Expects from You

Great Attitude

We ask that you come to any particular event or function with a great attitude and a desire to reach out the public. By being engaging you are not only giving the impression that you truly enjoy being a California Waterfowl volunteer but also that you stand behind the organization's messages. Your enthusiasm can only bolster the public's opinion of you and of California Waterfowl.

Grasp your Volunteer Duties

It is important that you feel comfortable with your duties as a California Waterfowl volunteer. Whenever you volunteer for an event or project you will have a primary contact. This person will explain how the event flows; what's expected; times, location and directions; who will be there with you; etc. If you have questions, please call your primary California Waterfowl staff contact. If you need additional help, call and speak to the department director.

Membership

As a volunteer, you are encouraged to become a member of California Waterfowl. By receiving regular magazines and other updates, you will stay informed about programs and current waterfowl news, as well as service and recreational opportunities. There are many ways to become part of the California Waterfowl.

Regular Member (\$25)

Sprig or Junior Sprig Youth Member (\$15)

Heritage Sprig (paid in full until age 18; \$250)

Lifetime Membership (\$1,000 and up)

If you would like information about lifetime membership levels, please contact the California Waterfowl office at (916) 648-1406 or e-mail cwa@calwaterfowl.org. This is a great way to be a part of California's waterfowl future and to ensure receiving a lifetime subscription to *California Waterfowl Magazine*. Lifetime membership options begin at \$1,000, and payment plans are available.

Volunteering Policies

Reliability and Punctuality

We hope that you understand the importance of being reliable. Though you are donating your services, being present and punctual at your events helps present California Waterfowl in a good light. If you are ever unable to make your scheduled volunteer duties we would appreciate as much notice as possible. Please notify your primary California Waterfowl staff contact.

Being an Ambassador

The success of California Waterfowl depends upon the quality of the relationships between our volunteers, our members, and the general public. Regardless of your position, you are California Waterfowl's ambassador.

Code of Conduct

We consider our volunteers to be our link and voice to the community. With that comes a certain expectation for you to uphold a standard of professionalism. Being courteous when greeting the public, fellow volunteers, and staff goes a long way toward making an event enjoyable for all. As they say, we have only one chance to make a first impression so let's make it a good one! We are all important, volunteers and staff alike, who seek a common goal to spread the messages of California Waterfowl.

While volunteering for California Waterfowl we know you'll use your best judgment, but there are a few rules that we must ask you to abide by at all times. The use of inappropriate language, drugs, alcohol, or tobacco products is prohibited, particularly in light of our role as mentors of the next generation. When you are interacting people at events, please try to keep cell phone use to a minimum. We ask that you complete and return a volunteer application in order to get started as a volunteer.

Issues Concerning Harassment

Though we would hope that acts of harassment would never exist, unfortunately sometimes they do. While volunteering, if you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you should report it to your primary California Waterfowl staff contact, department director, or president of California Waterfowl. Prompt and appropriate action will be taken.

Working with Children

In your role as a volunteer, you may be in direct contact with and supervision of children. As a volunteer, you are not legally mandated to report child abuse or neglect, but you are encouraged to obtain training in the identification and reporting

of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to one of the following child protective agencies: the Police or Sheriff's Department or the Probation Department or Child Welfare Agency. Upon request, California Waterfowl can provide you with the fact sheet *Recognizing Child Abuse and Neglect: Signs and Symptoms*.

When volunteering, you should not be alone with a youth participant in an area or location where you cannot be observed by one or more other volunteers, staff, or other participants. When possible, encourage participants to employ the "buddy system" of having three or more youths and adults in combination at any given time.

Confidential Information

Please do not discuss confidential California Waterfowl business with anyone. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer—whether this information involves a single staff, volunteer, client, or other person or involves California Waterfowl business.

Other Policies

Dress Code

We understand that as individuals we all have different tastes when it comes to our attire. We just ask that you dress comfortably but in what is neat and suitable for your particular volunteer event. Outdoor events, for example, are likely to be much more casual than a dinner event. If you're not sure, ask your event coordinator. A neat, tasteful appearance contributes to the positive impression you make of yourself and California Waterfowl.

Exit Interviews

While we look forward to a long working relationship with you, if at some point you are no longer able to continue as a volunteer we would like to hold a short exit interview. By discussing your experiences with us, we can better serve our future volunteers and learn how we might improve our programs and events.

Safety

The safety of you and everyone who attends our events is important to us. If you are aware of any safety issue please report it to your primary California Waterfowl staff contact immediately. If you require any special accommodations while volunteering for California Waterfowl please let us know of those as well.

California Waterfowl Volunteer Opportunities

Youth and Education Program

Festival/Event Volunteer: Represent California Waterfowl at a festival, brush-up day, or sportsman's expo by manning an exhibit booth. Give information about California Waterfowl and its conservation programs to the public and help kids play hands-on games and activities to learn about animals, plants, outdoor activities, and conservation.

Class Presentations Volunteer: Make presentations about the Federal Junior Duck Stamp Program or the Wood Duck Program to K-12 students and their teachers in classrooms throughout California.

Marsh Madness Volunteer: Give disadvantaged youths the opportunity to visit wetlands and learn about wetlands resources and values. Morning exploration is followed by an afternoon game that teaches wetlands restoration, cooperation, and resource management. A wild food feast is provided, giving the students an opportunity to try new foods from the wetlands that they might never have sampled before. Volunteer to help with activities, nature walks, barbecuing, food service, or games.

Youth Waterfowl Hunt: Enhance the hunt day for youths by providing warm drinks, snacks, prizes, and educational interaction either before the hunt in the early morning, or as the young hunters come back through the check station. All materials, including educational activities to encourage hunter safety, good sportsmanship, and improved hunter skills, are provided. Transport the materials to and from the hunt and have a great time encouraging new young hunters.

Youth Camp Volunteer: You can also share the waterfowl hunting heritage with juniors during a California Waterfowl youth camp near you. Volunteers with skills in duck calling, waterfowl identification, waterfowl decoys, shooting (rifle, shotgun and archery), retrievers, wildlife art, big-game hunting, turkey hunting, cooking, camp chaperones and much more are all needed for clinics and overnight camps.

Outdoor Adventures Volunteer: Introduce youths to outdoor recreational pursuits and conservation by starting or being a member of an Outdoor Adventures day camp committee in your area.

Bird Salvage Volunteer: Help California Waterfowl clean and prepare skulls and feet from salvaged birds to use as educational materials. Or, if you have experience

in taxidermy, donate your time to creating mounts from specimens we have collected.

Office Projects Volunteer: Help out at the California Waterfowl office making items for Wild about Wetlands kits, day camp activities, scanning photos, packing “goody” bags, or doing data entry. Research for and/or write articles for our magazine or for *Sprig Tales*, our youth publication.

Donate the Use of Your Outdoor Photos: California Waterfowl is always in need of good quality waterfowl, hunting, and other photographs that can be used in the magazine, on educational materials, and online. If you prefer to draw or paint, your donated waterfowl images would enhance our newsletters and displays. Donated lithographs help generate funds for California Waterfowl programs.

California Wood Duck Program

Build Wood Duck Nest Boxes: Volunteers can obtain box-making plans from California Waterfowl and build boxes that can be donated to California Waterfowl or installed at nest box project sites. Check with local businesses for donations of wood, hardware, and shavings or for funds to purchase these items. Build boxes yourself or as a scout, wood shop, or other group effort. This is a great way to complete a project with young builders. Also help with box building days.

Start a Nest Box Project in Your Area: Volunteers who start or join established nest box projects have the opportunity to participate in a statewide effort to monitor and increase the wood duck population. After installing your nest boxes, they will need to be cleaned and maintained each year. Volunteers visit the nest boxes a few times each spring and summer to collect valuable information about nesting activities. This is another great way to get children involved in conservation.

Fundraising

Help with a Fundraising Dinner: You can help organize one of our many dinners across the state. Committee members solicit donations from the community; sell tickets; arrange for the facility, food, raffles, and auctions; promote California Waterfowl; and host evenings of fun that support California Waterfowl’s conservation and heritage programs.

Please e-mail California Waterfowl for more information:
cwaeducation@calwaterfowl.org for Youth and Education
nicole_berset@calwaterfowl.org for the Wood Duck Program
sylvia_done@calwaterfowl.org for Fundraising

Public Policy

By affecting public policies and building partnerships, California Waterfowl is producing results that help sustain waterfowl, wetlands, and our hunting heritage.

- Newly adopted by the USFWS, the Western Mallard Model used for setting hunt regulations follows nearly two decades of data gathering on the part of the Department of Fish and Game (DFG) and California Waterfowl.
- Our new Partnering for Pintail Program is working to provide Pacific Flyway waterfowl managers with improved data and harvest models, supporting sound science and equitable hunter opportunity.
- Millions of dollars are secured annually for public agency incentive programs, habitat restoration and management, and to ensure water for wetlands and wildlife.
- We are increasing hunter opportunity through political action and programs such as SHARE's public access to private lands.
- Partnerships with public and private groups and legislative staff help address water issues and other waterfowl needs.
- Legislation is sponsored and supported annually through our partners at COHA to ensure conservation's number one partner, the hunter, continues to thrive.

Fundraising Efforts

Donations directly support California Waterfowl's mission and leverage government funding for habitat projects across California.

- \$12+ million in total revenue was raised during the last year.
- 96 grassroots fundraising events generated \$5+ million last year.
- A first-time challenge grant generated \$1 million for youth education.
- 1,500 volunteers helped ensure the organization's success.

Accountability

California Waterfowl works within a board-approved annual budget, and our audited financial statements are available upon request.

Program Expenses: 87%

Administrative Expenses: 3%

Fundraising Expenses: 10%

Membership

California Waterfowl members are part of the nation's oldest and largest state waterfowl association. Dues help fund waterfowl conservation programs, wetland enhancement, youth education programs, and public policy efforts.

- 21,000 Members Strong.
- 2,300+ Life Members and Major Donors making a big difference.
- Membership magazine keeps members informed and motivated all year long.