



W.K. Kellogg  
Biological Station  
**MICHIGAN STATE UNIVERSITY**

## **Volunteer Program**

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### Handbook

MICHIGAN STATE UNIVERSITY, KELLOGG BIOLOGICAL STATION  
3700 EAST GULL LAKE DR. | HICKORY CORNERS, MI 49060

REVISED 2019

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Welcome to the W.K. Kellogg Biological Station! This Handbook covers Michigan State University's policies and the volunteer program culture and benefits. Welcome aboard!

## VOLUNTEER PROGRAM OVERVIEW

The Kellogg Biological Station's volunteer program started in 1990 and has invited hundreds of volunteers to serve on many projects from conservation to education. We encourage all volunteers to become familiar with our policies, procedures, and requirements by reading this document and following web links for more information.

### Mission

The mission of the W.K. Kellogg Biological Station (KBS) is to increase our understanding of natural and managed ecosystems and their linkages to society. This entails three main integrative activities:

- Promote and support multi-disciplinary research in ecology, agriculture, natural resources and the environment across the continuum of basic to applied research.
- Provide MSU students with inquiry-based educational opportunities in ecology, agriculture, natural resources, and the environment.
- Provide outreach programs that bring KBS expertise to bear on environmental issues of public importance.

### Rights and Responsibilities: KBS staff/volunteer mentors

All KBS staff have signed the code of conduct and follow its procedures and standards. (See Appendix for *W.K. Kellogg Biological Station Code of Conduct*). They will:

- Accept the guidance and decisions of MSU.
- Be conscious of the safety and well-being of every person, and will intervene when a situation threatens a person's health or safety.
- Be considerate and respectful of all areas and events at KBS, including those not open to or accessible to the public (private events, research areas, the research dock, etc.).
- Be provided a safe and supportive environment that is free from all forms of discrimination, harassment, and assault.
- Keep volunteer information and emergency contact information updated.
- Maintain confidential information of the organization and its clients.
- Meet the time commitments and standards that have been mutually agreed upon.
- Stay informed about changes, safety, and policy requirements and communicate those to volunteers when appropriate.
- Treat all persons with respect and consideration, value a diversity of opinions so as to develop a relationship of mutual respect, and recognize how your actions impact and reflect upon the entire KBS community

# **PROSPECTIVE VOLUNTEERS**

## **Application and Selection**

Step 1: Complete an online volunteer application and volunteer forms.

Required Volunteer Forms (See Appendix):

- Consent and Release Form
- Criminal Background Check Authorization Form
- KBS Code of Conduct Form
- MSU Media Release Form

Step 2: Return required forms by email to [volunteers@kbs.msu.edu](mailto:volunteers@kbs.msu.edu), fax to 269-671-2409, or mail to KBS Volunteer Coordinator, 3700 E. Gull Lake Drive, Hickory Corners, MI 49060.

Step 3: Complete an interview. The KBS Volunteer Coordinator will contact you to arrange a convenient time and date.

### **Rights: KBS volunteers will be:**

- Afforded a safe and supportive environment that is free from all forms of discrimination, harassment, and assault.
- Bound by the same requirements for confidentiality as paid staff.
- Kept informed of policy and regulation changes.
- Provided a well-defined volunteer job description that outlines specific duties and assignments, along with clear expectations.
- Respected for their skills, dignity, and individual wishes, which KBS will do its best to meet.
- Treated as individuals whose time and input are valued.

### **Volunteer Concerns: Policy & Procedure**

We believe the best way to handle any concerns is to talk about them honestly as soon as a misunderstanding takes place. Good communication among all volunteers and staff will help prevent most concerns from becoming problematic.

## **How to Report Concerns:**

*Informal Procedure:* Concerns about an issue related to volunteering should be discussed with the individuals involved and/or a staff mentor. Every attempt will be made to resolve a concern informally through a discussion process.

*Formal Procedure:* If a volunteer or staff member is unable to resolve a concern through informal efforts (outlined above), they may submit the incident:

- Email the Volunteer Coordinator and include the following information:
  - Your name, date, time and location of the incident.
  - The names of people involved in the circumstance.
  - Include all relevant details that will help in following up on the issue.
  - Concerns can also be submitted to Kellogg Biological Station Administration.
- The Volunteer Coordinator will review the accounts noted in the written statement and may consult with Kellogg Biological Station Administration.
- Volunteers may be asked to leave if they fail to comply with the KBS Code of Conduct or other volunteer policies and procedures.
- The Kellogg Biological Station Administration will notify the volunteer and summarize the specific action(s) that warranted the termination.

All documentation of the concern will be confidential.

## **PROGRAM INFORMATION**

### **Contact Information**

<b>Unit</b>	<b>Phone</b>	<b>Email</b>
Bird Sanctuary	269-671-2510	birdsanctuary@kbs.msu.edu
Conference Center	269-377-4930	conference@kbs.msu.edu
Kellogg Farm	269-671-2509	kelloggfarm@kbs.msu.edu
Kellogg Forest	269-671-4597	kettleri@msu.edu
Maintenance (24-Hour)	269-207-4787	n/a
Manor House	269-671-2160	manorhouse@kbs.msu.edu
Operations & Safety Coordinator	517-230-2002	n/a
Security Guard	269-217-5948	n/a
Science Education & Outreach Coordinator	269-671-2360	karahaas@msu.edu
Volunteer Coordinator	269-671-2263	volunteers@kbs.msu.edu

## **KBS Rules of Conduct:**

Attire: Volunteers must dress appropriately at all times and should reflect, to the extent possible, the same manner of attire as paid staff.

Business Documents: Any documents produced by a volunteer during the course of his/her participation are the proprietary property of KBS and, therefore, are not to be copied or transmitted to any other parties by any method, including but not limited to email transmission or physical removal without the prior written consent of the Volunteer Coordinator.

Checking In: Check in with the unit mentor upon arrival and record your volunteer hours. This is so we can account for volunteers on site.

Email: The email and Internet access provided by MSU/KBS to volunteers is solely for business purposes. No one may solicit, promote, or advertise any organization, product, or service through the use of our email accounts. Volunteers are not permitted to send email that contains ethnic slurs, racial epithets, or anything that may be construed to harass or disparage others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. If at any point you receive any email you feel is inappropriate for any reason, and you believe you have received it in conjunction with your involvement with us, please forward the email and other details about the communication to the Volunteer Coordinator.

Health and Safety: All volunteers should be in general good health. Any physical limitation should be noted on the application for volunteer service, so that appropriate work may be selected. It is KBS policy to provide our volunteers with safe equipment, quality materials, and established work procedures and rules to create a safe place to work and volunteer.

For your personal protection, volunteers should use proper lifting methods. A dolly should be used to move heavy items. Use proper ergonomics when sitting at desks or computer stations. Be aware of the location of the exits from office buildings and keep all exits clear and unobstructed. You must be aware of the location of fire alarms and fire extinguishers in buildings. Report any unsafe conditions so they can be corrected as soon as possible. A volunteer will not be discriminated against for bringing to our attention any unsafe conditions.

Name Tags: Please wear your name tag while on site. This identifies you as a volunteer for staff and the public, and helps us all get to know each other more quickly.

Parking: Free parking is available at all KBS units. Volunteers should park their vehicles in the visitor lots unless otherwise instructed. If a volunteer is at KBS more than once a week, they need to obtain a free parking pass. Volunteers can receive a free parking pass by contacting the KBS Administration Office at 269-671-2349.

Personal Belongings: KBS/MSU will not be responsible for personal belongings left unattended.

## **KBS Rules of Conduct: continued**

**Personal Information:** The personal safety of our volunteers is important to us. To that end, we will not release a volunteer's phone number, age, or other personal information to anyone outside our organization or to any other volunteer without that volunteer's written permission to do so.

**Time Sheets:** All volunteers must record the hours volunteered, using KBS's official time sheets. Your mentor will review this during orientation. Time sheets are posted in different locations at each unit.

**Volunteer Benefits:** Feel free to bring your family to KBS! You are welcome to join us for various public events throughout the year and to walk the many KBS trails. Please leave your pets at home.

**Admission and Merchandise:** Kellogg Biological Station programs and workshops are open to volunteers. Volunteers receive free admission to the Bird Sanctuary and the Manor House (including the Holiday Market). In addition, volunteers who volunteer 20 hours or more a year receive a 10% discount on merchandise and program offerings.

**Letters of Reference:** Volunteers may request a letter of reference or a letter confirming number of hours served from their unit leader or the program coordinator.

**Tax Deductions:** Mileage, parking, and training expenses are tax-deductible for volunteers who itemize on their tax returns. These items add up, especially if you volunteer for several organizations. Keeping track of your trips is easily done with a small calendar kept in your car. Time sheets are another record that will be helpful. Mileage time sheets are available through the Volunteer Coordinator.

**Volunteer Recognition:** A reception for active volunteers is held in September. During this event special recognition is given to volunteers who have maintained active status for 5, 10, 15, and 20 years. Throughout the year the different KBS units also hold events for volunteers who donated their time to specific KBS units and projects.

## **TRAINING**

**In-service Training:** Various educational and environmental programs are offered to increase volunteer knowledge about the Kellogg family, KBS, and MSU.

**Job Shadow:** All tour guides, Resource Center volunteers, and Manor House docents are offered an opportunity to shadow other experienced volunteers. Shadowing allows all new volunteers to observe procedures and to become better acquainted with subject matter prior to leading their first scheduled tour group.

**Unit Training:** Volunteer training is offered in the spring. Different units will require additional training. Training sessions typically last two to three hours.

**Volunteer Recruitment and Opportunities:** We recruit volunteers throughout the year, but most volunteer opportunities occur in the spring, summer, and fall months between March and December.

## **COMMUNITY RELATIONS - OTHER WAYS TO SUPPORT KBS**

**Donations:** Volunteers may encourage donations for KBS at any time. All correspondence should be handled through KBS to keep our books in order and eliminate any miscommunication. Please contact the Development & Community Relations Coordinator, at 269-671-2444 (Office) or [communityrelations@kbs.msu.edu](mailto:communityrelations@kbs.msu.edu). If donating non-cash items, please obtain a form from the Volunteer Coordinator.

**Media Procedures:** So that efforts are not duplicated and information is accurate, you must bring any dealings with the media to the attention of the Development & Community Relations Coordinator at [communityrelations@kbs.msu.edu](mailto:communityrelations@kbs.msu.edu). Media includes anything printed, broadcast, or televised about KBS. We welcome any contacts or story ideas you may have and ask that you direct them to the Development & Community Relations Coordinator using the contact information given above.

**Volunteer Hour Match:** You may work for a company that matches the hours you spend volunteering by providing donations to your favorite organization. Many companies will match an employee's time volunteering with a financial gift to the nonprofit – and the donations help us do important things! Volunteer Hour Match inquiries should be directed to the Development & Community Relations Coordinator. If employer verification is needed, contact the Volunteer Coordinator.

## **VOLUNTEER STATUS**

**Inactive Volunteers:** Inactive volunteer status is designated when a volunteer no longer meets the active volunteer status criteria of 10 hours of service per year. KBS will use the following steps to determine Inactive Volunteer status:

1. The volunteer will be contacted to inquire whether they wish to continue volunteering.
2. If there is not a renewed interest or there is no response within 30 days, the individual will be moved to inactive status and removed from the mailing list.
3. A volunteer who has been designated as inactive may be reinstated to active status by contacting the Volunteer Coordinator and, in some cases, may need to complete a new volunteer application.

## **UNIVERSITY-WIDE POLICIES & PROCEDURES**

KBS reserves the right to make changes to policies without notice and will communicate changes to volunteers if that is appropriate. If you have any questions about these policies, get clarification from a staff mentor or by reading policy statements on the MSU website.

### **Americans with Disabilities Act (ADA)**

KBS is committed to compliance with the ADA and will make appropriate accommodations when possible. See [MSU Anti-Discrimination Policy](#).

## **Diversity Statement**

Diversity is defined as the state or quality of being different, and as individuals we are all uniquely different. To be an INCLUSIVE campus is to RESPECT and VALUE differences. See [Office for Inclusion and Intercultural Initiatives](#).

## **Driving**

University-owned vehicles may not be used by volunteers. [See MSU Risk Management Office and Insurance.](#)

## **Emergency Situations: Main campus**

Emergency situations refer to severe weather, a long-term power outage, fire, tornado, human-made and natural disasters, and a declared “state of emergency” situation. To read more about procedures, visit the [University's emergency situations policy and procedures website](#).

## **Equal Opportunity and Nondiscrimination Policy**

The following policy was approved by the Board of Trustees in 1935 and amended on October 28, 1977. Michigan State University is committed to the principles of equal opportunity, nondiscrimination, and affirmative action university programs, activities and facilities are available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age, or family status. The University is an Affirmative Action, Equal Opportunity Employer. To read more about carrying out this policy's commitment, visit the University's [equal opportunity and nondiscrimination website](#).

## **Firearms Policy**

*Applicability:* This Policy applies to all members of the University Workforce.

*Definitions:* For the purposes of this Policy only, "Workforce" is defined as employees, volunteers, trainees, and other persons whose conduct in the performance of work for the University is under the direct control of the University, whether or not the individual is paid by the University. "Workforce" may include individuals who fall within one or more of the following classifications: executive management, faculty, academic staff, adjunct faculty, clinical faculty, support staff (including regular, temporary, and on-call), student employee, graduate teaching assistant, graduate research assistant, post-doctoral fellow, leased employee, contract employee, or volunteer.

For the purposes of this Policy only, "firearm" is defined as a weapon from which a dangerous projectile may be propelled by an explosive, or by gas or air.

**Prohibition:** Members of the University workforce are prohibited at any time while on any property owned, leased, or otherwise controlled by the University, or elsewhere in the course of their employment with the University, from possessing or using any firearm. This Policy applies regardless of whether the member of the workforce has a concealed weapon permit or is otherwise authorized by law to possess, discharge, or use a firearm. To read more about the prohibition, expectations, and violations of this policy please visit the University's [firearms policy website](#).

## **Youth Program Volunteers or Event Workers**

For more information on all the necessary policies, procedures, and forms related to the criminal background check (CBC) process for MSU-sponsored youth program volunteers or workers, please visit the Human Resources Administrators and Supervisors [youth program volunteers or workers website](#).

## **MSU's Youth Programs Policy**

The University strives to offer a safe and enjoyable educational environment for all minors attending its programs. To read more about the University's youth program policies, please visit the [Conducting University Youth Programs: Minimal Operational Requirements website.](#)

## **Insurance**

MSU staff, students, faculty, and volunteers are covered under the University's general liability policy. In general, this covers bodily injury and property damage that we may cause to others. The general liability insurance certificate also provides evidence of Automobile Liability and Workers Compensation (Michigan). [See MSU Risk Management Office and Insurance;](#) you may contact this office at 517-355-5022 (phone), 517-432-3854 (fax), or at [riskmgmt@msu.edu](mailto:riskmgmt@msu.edu)

## **MSU Anti-discrimination Policy**

**Article 1. Purpose** Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. To read more about this University policy, please visit the [MSU Anti-discrimination Policy website.](#)

**Sexual Misconduct:** Michigan State University and the Kellogg Biological Station are committed to maintaining a learning and working environment for all volunteers, students, faculty, and staff that is fair, humane, and responsible - an environment that supports career and educational advancement on the basis of job and academic performance. Sexual harassment subverts the mission of the University and offends the integrity of the University community. It is not tolerated at Michigan State University. See [MSU University Policy on Relationship Violence & Sexual Misconduct.](#)

## **MSU's Office of Institutional Equity (OIE)**

OIE accepts calls, emails and walk-in reports regarding any matters related to discrimination, harassment, sexual misconduct, relationship violence, and stalking. OIE staff can help you file a report, investigate your report, and connect you with resources. <https://oie.msu.edu/>

## **Smoke Free Campus**

MSU and KBS have a [Smoke-Free Policy.](#)

## **University's Criminal Background Check Requirements Policy**

The University strives to provide a safe and enjoyable environment for its students, faculty, staff, and visitors in support of its educational mission. In support of that goal, criminal background check requirements for all University volunteers and event workers at specified University events and venues are identified at [The University Events and Venues: Criminal Background Check Requirements Policy](#) website.

## **University Policy on a Drug-Free Workplace**

Behavior at any site where individuals on behalf of Michigan State University perform work must be consistent with state and federal laws regarding drug-free workplaces, schools, and communities. This policy applies to all MSU facilities, buildings, and vehicles and to all KBS Units, Kellogg Forest, or other MSU properties and land(s). **Use of alcohol and controlled substances is not permitted on MSU/KBS grounds or in facilities.** Please see the complete policy on alcohol and controlled substances at the [human resources website.](#)

## **University Reporting Protocols Child Abuse, Sexual Assault, and Child Pornography**

The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography. To read more about this policy, please visit the [University's Reporting Protocols](#) website

Employees and volunteers are encouraged to review the online resources about the safety of minors in Michigan State University's guide, edited by the MSU Libraries:

[http://libguides.lib.msu.edu/safetyofminors.](http://libguides.lib.msu.edu/safetyofminors)

## **Resources**

1. Employees and volunteers are encouraged to review the FAQ document that provides answers to common questions. This documented is located at <https://www.hr.msu.edu/policies-procedures/university-wide/documents/UniversityReportingProtocolFAQ.pdf>.
2. Employees and volunteers who work with children are encouraged to review the Michigan Department of Human Resources website (<http://www.michigan.gov/dhs>) for information about recognizing and reporting child abuse and neglect.
3. Employees and volunteers should read and become familiar with the University's Relationship Violence & Sexual Misconduct Policy at [https://www.hr.msu.edu/policies-procedures/university-wide/RVSM\\_policy.html](https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html).
4. Employees and volunteers are encouraged to review the on-line Resources on the Safety of Minors at Michigan State University guide edited by the MSU Libraries:  
[http://libguides.lib.msu.edu/safetyofminors.](http://libguides.lib.msu.edu/safetyofminors)



W. K . Kellogg  
Biological Station  
**MICHIGAN STATE UNIVERSITY**

## **Consent Form and Release**

### **W.K. Kellogg Biological Station and W.K. Kellogg Forest**

I wish to participate in the MSU Kellogg Biological Station (KBS), and W. K. Kellogg Forest Volunteer Services. I understand that there are risks inherent in any physical activity. I assume the risks and accept the consequences involved in my participation in the program.

I have been informed of the possible dangers of my participation in the program, and understand that a fuller explanation of the possible consequences is available upon my written request.

I understand that participation in this program is voluntary and I may withdraw at any point. I understand that participation may not benefit me directly in any way.

I hereby release W.K. Kellogg Biological Station, W.K. Kellogg Forest, Michigan State University, its Board of Trustees, employees, volunteers and students from any and all costs, claims, injury or illness resulting from my participation.

I acknowledge that, I understand the activities in which I will participate. I accept the rules and regulations set forth and I consent to participate in volunteering. I have been advised that I should look to my own insurance policy in case of injury.

I have read and fully understand this document.

Participant Name (please print): \_\_\_\_\_

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

MSU is an affirmative-action, equal-opportunity employer.

**Youth Program Criminal Background Check (CBC) Authorization Form**

Completed forms can be submitted in the following ways: Email: [cbc@hr.msu.edu](mailto:cbc@hr.msu.edu) or

Mail: MSU Human Resources, Talent Planning & Admin, 1407 S. Harrison Rd, 140 Nisbet Bldg, East Lansing, MI 48823

**Section 1. Youth Program & MSU Unit Information (Please Type or Print Legibly)**

Youth Program Name: <b>KBS Volunteer Program</b>	Youth Program Start Date: <b>1990's</b>	Sponsoring MSU Unit Name & Org Number: <b>Kellogg Biological Station 100025000</b>
Youth Program Coordinator Name: <b>Misty Klotz</b>	Phone Number: <b>269-671-2263</b>	Email Address: <b>klotzmis@msu.edu</b>

**Section 2. Youth Program Worker/Volunteer Information (Please Type or Print Legibly)**

Last Name/Surname:	First Name/Given Name:	Middle Name:	
List any aliases and/or other legal names:			
Date of Birth (mm/dd/yyyy):		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Local Address (Street):	City:	State:	Zip:
Cell/Local Phone Number ( <i>with Area Code</i> ):		Email Address:	

This section does not apply to MSU Employees:

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of a crime?  Yes       No

Are there criminal charges pending against you at this time?  Yes       No

If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case.

**NOTE: The University conducts a criminal background check on all youth program volunteers or workers. A "yes" response will not automatically disqualify an individual from consideration.**

I understand that I will not be allowed to begin volunteer or work at an MSU Sponsored Youth Program until a criminal background check has been completed.

I authorize Michigan State University Human Resources to conduct a criminal background check on me and disclose my eligibility status to the youth program coordinator.

Applicant's or Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER*

**MSU HR OFFICE USE ONLY**

Date Form Received: \_\_\_\_\_ Date CBC Completed: \_\_\_\_\_ Date Coordinator Informed: \_\_\_\_\_

MSU HR Staff Name and Signature: \_\_\_\_\_

ICHAT Record:  Yes  No      OTIS Record:  Yes  No      NSOPW Record:  Yes  No      Eligible:  Yes  No

Last Revised 1/16/2015

## PHOTO/VIDEO/AUDIO/LIKENESS CONSENT AND RELEASE

I consent to be photographed, video recorded, and audio recorded by Michigan State University, its officers, employees, and those acting pursuant to its authority ("University") and understand that such photographs, videos, and audio recordings may contain my recognizable image and likeness. I hereby give University the absolute and irrevocable right and permission, with respect to the photographs, video, and audio recordings taken of me, and my image and/or likeness embodied in same ("Media"), to reproduce, publish, exhibit, perform, edit, display, make derivative works, and otherwise use the Media for educational, advertising, and promotional purposes in all conventional and electronic media and any future media in perpetuity. I understand and agree that this Media may be duplicated, distributed with or without charge to others, and/or altered without future/further compensation or liability, in perpetuity.

I agree that the University may exercise any of these rights itself or through any agents, licensees, distributors or other parties, commercial or nonprofit. I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the use of the Media. I understand that the photographs, videos and audio recordings shall remain the property of the University. I acknowledge receipt of good and valuable consideration in exchange for this consent and release. I have read and fully understand the terms of this consent and release.

Printed name \_\_\_\_\_

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

Signature of parent or guardian if subject/participant is under 18 years old: \_\_\_\_\_

Address: \_\_\_\_\_  
Street, City, State, and ZIP code

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# **WK Kellogg Biological Station (KBS) Code of Conduct**

KBS is committed to a safe and supportive environment that is free from all forms of discrimination, harassment and assault.

The KBS community includes faculty, staff, students, researchers, program participants, and conference center guests who work, live, visit and often socialize with one another. This close-knit atmosphere makes KBS a unique and special place, but also comes with responsibility. EVERYONE at KBS will be held to the following standards.

## **Expected Behavior:**

- You will treat all persons with respect and consideration, value a diversity of opinions so as to develop a relationship of mutual respect, and recognize how your actions impact and reflect upon the entire KBS community.
- You will be conscious of the safety and well-being of every person and will intervene when a situation threatens a person's health or safety.
- You will be considerate and respectful of all areas and events at KBS, including those not open to or accessible to the public (private events, research areas, the research dock, etc.).
- If you become involved in a consensual amorous or sexual relationship with a person under your supervision, or over whom you have a perceived position of authority/power (e.g., faculty/professional staff & undergraduate), the relationship must be reported to the KBS Director's Office. See MSU's Conflict of Interest in Education/Employment for details:  
<https://tinyurl.com/msuregs1>

## **Unacceptable Behavior:**

- Behavior that endangers the health or safety of oneself or others.
- Harassment, assault, intimidation, or discrimination prohibited by MSU's Anti-Discrimination Policy, which includes discriminatory or harassing comments related to race, gender, sexual orientation, disability, weight, height, age, religion, and nationality. See MSU's ADP for details: <https://oie.msu.edu/policies/adp.html>.
- Unsolicited, unwelcome, or nonconsensual physical or sexual contact; sexual harassment; or sexual misconduct. See MSU's Relationship Violence and Sexual Misconduct (RVSM) Policy for details: <https://oie.msu.edu/policies/rvsm.html>.
- Use or distribution of illegal drugs, consumption of alcohol by persons under the legal drinking age, and irresponsible use of alcohol by those over the legal drinking age (e.g., supplying alcohol to underage persons, binge drinking, etc.).
- Irresponsible use/damage of KBS property and equipment through gross disregard for property, safety and research integrity, above and beyond normal accidental incidences.
- Unprofessional or inappropriate conduct, including engaging in aggressive, hostile, or threatening behavior. See MSU's Rules Governing Personal Conduct of Employees and Student Regulations for additional details: <https://tinyurl.com/msu-employee> and <https://tinyurl.com/msu-student>.

In conjunction with the above, all Michigan State University policies and procedures apply to every person working, staying, living, or recreating at KBS.

**Any transgression related to the above unacceptable behaviors may be grounds for: initiation of disciplinary action, or termination of employment; dismissal/removal from KBS with no refund; and if applicable, forfeiture of any stipend, fellowship, scholarship or award administered by KBS.**

I, \_\_\_\_\_ (printed name), have read and understand the KBS Code of Conduct, and further understand that by breaking this code of conduct I will be subject to the consequences outlined above.

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Signature

---

Date

Below is information for you to keep regarding how to report emergencies, discrimination, harassment, sexual misconduct, relationship violence, and stalking:

## **How to Report**

\* \* In any emergency **call 911** to reach local emergency responders! \* \*

All emergencies should be reported immediately to 911 & the KBS Director's Office.

## **Title IX Violations**

Discrimination, harassment of any kind, sexual misconduct, relationship violence/stalking should be reported immediately to the MSU Office of Institutional Equity (OIE), the KBS Director's Office, and the local police if criminal.

\* \* **All MSU employees are mandatory reporters** \* \* Under MSU's Title IX policy, faculty, staff, post-docs, graduate students, and undergraduate student employees are required to report Title IX violations (see above).

MSU OIE online: <https://oie.msu.edu/>

MSU OIE by phone: 517-353-3922

KBS Director's Office: 269-671-2234

Sarah Reimer, KBS Title IX Rep: 269-671-2352

Kalamazoo County Sheriff: 269-383-8822

## **Local Resources**

Kalamazoo County Sheriff non-emergency dispatch: 269-383-8822 or  
<https://www.kalcounty.com/sheriff/formrequestservice.php>

Bronson Hospital Emergency Center 24-hour line: 269-341-6386

Borgess Hospital Trauma Services 24-hour line: 269-226-6917

Kalamazoo YWCA Sexual Assault Program crisis line: 269-385-3587

Kalamazoo Community Mental Health: 269-373-6000

OutFront Kalamazoo (local LGBTQ support): 269-349-4234

## **MSU Resources**

MSU Student Counseling Services: 517-355-8270 or online at <https://caps.msu.edu/>

MSU Employee Assistance Program: 517-353-8933 or online at <http://eap.msu.edu/>

## **National Resources**

National Suicide Prevention Lifeline: 1-800-273-8255 (TALK)

LGBT National Help Center: 1-888-843-4564