

# Volunteer Guidelines

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Greetings Kellogg Biological Station volunteer! Thank you for choosing Michigan State University's W.K Kellogg Biological Station as the site for your volunteer efforts. We want your experience to be enjoyable, comfortable, and gratifying.

## **Parking**

Free parking is available at all KBS units. Volunteers should park their vehicles in the visitor lots unless otherwise instructed. Overflow parking is located along the exit drive.

If a volunteer is at KBS more than once a week, they need to attain a free parking pass.

Volunteers can receive a free parking pass by making an appointment with Rene Wilson, office assistant, by contacting her at [rene.wilson@kbs.msu.edu](mailto:rene.wilson@kbs.msu.edu) or (269) 671-2349.

## **Checking In**

Please sign in and check in with the unit mentor. This is so we can account for volunteers on site, and it helps us track your hours for our annual report.

## **Name Tags**

Please wear your name tag while you are on the site. This not only raises the visibility of the volunteer program for visitors to the site, but helps us all get to know each other more quickly. Name tags are made for new KBS volunteers and for lost tags upon request.

## **Personal Belongings**

Volunteers working at KBS units should lock personal belongings in their vehicles.

## **Contact Information**

Volunteers may leave messages for staff in these areas.

Bird Sanctuary:	Phone: (269) 671-2510 Email: <a href="mailto:birdsantuary@kbs.msu.edu">birdsantuary@kbs.msu.edu</a>
Kellogg Farm:	Phone: (269) 2509 Email: <a href="mailto:kelloggfarm@kbs.msu.edu">kelloggfarm@kbs.msu.edu</a>
Kellogg Forest:	Phone: (269) 671-4597 Email: <a href="mailto:kelloggforest@kbs.msu.edu">kelloggforest@kbs.msu.edu</a>
Manor House:	Phone: (269) 671-2160 Email: <a href="mailto:manorhouse@kbs.msu.edu">manorhouse@kbs.msu.edu</a>
Outreach Office:	Phone: (269) 672-2263 Email: <a href="mailto:volunteers@kbs.msu.edu">volunteers@kbs.msu.edu</a>

## **Tour Schedules**

Tour schedules and volunteer opportunities are emailed to guides. To find out when tour guides are needed at the Bird Sanctuary, consult the [Bird Sanctuary calendar](#). Guides may sign up for a tour by telephone or email.

## **Volunteer Recruitment and Training**

We recruit volunteers throughout the year, but most of your volunteer opportunities occur in the spring –fall months.

### **In-service Training**

Various educational programs are offered to increase volunteer knowledge about KBS, MSU, W.K. Kellogg and the environment.

### **Unit Trainings**

Volunteer training is offered in the spring. Different units will require additional training: KBS Grounds Department, Bird Sanctuary Resource Center, Maple Syrup Production, Clerical Assistance, and Farm. Training sessions typically last between two to three hours.

- Kellogg Bird Sanctuary volunteer guide training is held in the Sanctuary auditorium. Session includes outdoor tours, so please dress appropriately for the weather.
- Kellogg Forest maple syrup production and tour guide training is held in Kellogg Forest classroom.
- W.K. Kellogg Manor House trainings are held in the Manor House Billiard Room on an as-needed basis.

### **Job Shadow**

All tour guides and Manor House docents are offered an opportunity to shadow other guides. Shadowing allows all new volunteers to observe volunteer-guided tours and become better acquainted with subject matter prior to leading their first scheduled tour group.

### **KBS Seminars and Workshops**

Kellogg Biological Station programs and workshops are open to volunteers, and volunteers receive free entry and a 10% discount for all programs and merchandise at the W. K. Kellogg Bird Sanctuary. You also receive free admission to the Holiday Walk at the Manor House.

### **Volunteer Recognition**

A reception for active volunteers is held every summer. During this event special recognition is given to volunteers who have maintained active status for five, 10, and 15 years and more. Throughout the year the different KBS units also hold events for volunteers who donated their time to specific KBS units and projects.

### **Requesting Letters**

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

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