

# Inland Seas Education Association Volunteer Handbook



**Inland Seas**  
EDUCATION ASSOCIATION

**The mission of Inland Seas Education Association is to inspire Great Lakes  
curiosity, stewardship, and passion.**

# I. INTRODUCTION TO ISEA

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Inland Seas Education Association (ISEA) is a 501(c)(3) non-profit organization whose mission is to inspire Great Lakes curiosity, stewardship, and passion in people of all ages. Through hands-on, experiential learning activities aboard a traditionally rigged tall ship schooner, participants gain the knowledge needed to understand the commitment necessary for the long-term stewardship of the Great Lakes.

ISEA was established in 1989 to provide aquatic science, environmental awareness, and sail training classes for learners of all ages. Over 100,000 students have already participated in ISEA's shipboard programs, which are taught by over 120 volunteer instructors and ISEA's professional staff.

We provide an educational sailing adventure so rich and immersive that our participants emerge with a personal sense of stewardship. Every year, as many as 5,000 students sail and learn about the Great Lakes aboard ISEA's science-lab equipped Schoolship Inland Seas and Manitou. The lessons taught during Schoolship programs are aligned with the Michigan curriculum expectations for science and social studies, and go beyond what can be taught in a classroom. Programs offered throughout the summer are geared for individuals of all ages and cover a variety of Great Lakes related topics.

After 25 years on the water, we are convinced that the scientists and citizens who will solve the Great Lakes' problems of the future are sailing aboard Inland Seas' ships today.

# ORGANIZATION

## Board of Directors

ISEA is a non-profit organization governed by a volunteer board of directors. The board consists of several sitting members and an executive team consisting of:

President  
Vice President  
Secretary  
Treasurer

## Staff

ISEA utilizes 6 staff members to run day-to-day operations. Additionally, an AmeriCorps Vista does a 1-year stint to develop programming and get hands-on experience teaching. Seasonally, a mate and cook are hired to assist in ship operations.

Executive Director  
Captain  
Program Coordinator  
Office Assistant (part-time)  
Lead Scientist & Education Specialist  
Volunteer Coordinator & Educator  
AmeriCorps VISTA

## Volunteers

Volunteers are the backbone of ISEA. With a full time staff of only 6 people, we rely on our trained volunteers to implement our educational programs, impacting thousands of students each year. Our educational programs take place on-board ships and in our shore-side education center & museum. Volunteers lead and assist with program implementation and also work alongside staff to evaluate and develop new programming.

## Interns

Each year ISEA works with high school and college interns to develop their scientific, educational, or marketing background. Students work alongside staff and volunteers to focus on areas of interest and gain experience in a unique teaching setting.

## II. PROGRAM DESCRIPTIONS

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### Spring/ Fall Schoolship Programs

Spring and Fall Schoolship Programs are half-day trips on Suttons Bay and Grand Traverse Bay aboard the schooners Inland Seas and Manitou. Schools from across the state of Michigan bring groups of students from 4<sup>th</sup>-12<sup>th</sup> grade. We turn our students into “scientists for the day” as they trawl for fish, observe weather, and collect samples of water, plankton, and bottom sediments. After samples are collected, students “weigh anchor” and raise the sails. Once under sail, five groups of five to seven students rotate through 5 learning stations (water quality, benthos, plankton, fish, and seamanship or microplastics) to analyze the samples that were collected and evaluate the health of the bay. These stations are taught by trained volunteer instructors.

### Summer Schoolship Programs

The summer programs aboard Inland Seas are more diverse than spring and fall programs and we work with groups including colleges and universities, scouting groups, teachers, and other community groups to offer specialized program for their students. These programs vary in content and length.

In addition to our specialized summer programming, we also offer consistent educational programs aimed at families. Our Great Lakes Discovery Sail is similar to our Schoolship program and allows families the opportunity to come out on the ship and experience the Great Lakes together. The newly implemented Microplastics program and the long-standing Astronomy Sail are other examples of “ticketed” sails.

### Shoreside Education Center Programs

Programs in the Inland Seas Education Center are designed to complement shipboard activities and are open to school groups as well as the general public. Shoreside programs are very flexible in terms of topics, schedule, and concepts that are taught. Volunteers are trained on how to use the Invasive Species Exhibits as teaching tools.

### Boat Shop

The Boat Shop, located in ISEA’s Education Center, provides several opportunities for people of all ages to build their own canoe, kayak, paddle, or stand-up paddleboard. In 2015 Inland Seas partnered with Red8 Boat Works to provide more programming and expand the selection of projects. ISEA also has an Opti-Pram program where middle school students build a small sailing boat that is donated to Traverse Area Community Sailing (TACS). In exchange for their hard work, Inland Seas purchases vouchers for those students so that they can take an intro to sailing class with TACS.

### III. A SHORT HISTORY OF ISEA

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1989

- ISEA founded by Tom Kelly, John Elder, and Peter Doren
- IRS 501(c)3 status granted
- Established ISEA office in downtown Traverse City
- First Schoolship programs begin aboard the chartered schooner Malabar
- Over 1,100 participants this year

1990s

- Zebra and quagga mussels arrive in Lake Michigan

1990

- National Geographic Society documentary film, Great Lakes - Fragile Seas, airs featuring ISEA

1991

- First six-day summer adult program aboard chartered schooner Manitou

1992 - 1994

- Fundraised \$750,000 to build the schooner Inland Seas and cover initial operating expenses

1992

- Schoolship and summer programs aboard Malabar, Manitou, and Cygnet
- Over 5,000 participants sailed with ISEA since inception

1993

- Treworgy Yachts contracted to build Inland Seas
- ISEA received ASTA "Sail Training Program of the Year" award

1994

- Inland Seas launch day in Palm Coast, Florida - May 18
- Commissioning Ceremony for Inland Seas in Traverse City - July 30
- First students sail on Inland Seas - August 2
- Over 10,000 participants sailed with ISEA since inception

1996

- New dock built for Inland Seas in Suttons Bay

1997

- First trip to Milwaukee with Inland Seas for the Wisconsin Lake Schooner Education Association teacher training class
- Over 25,000 participants sailed with ISEA since inception

1999

- ISEA's 10th anniversary
- Students discover Cercopagis, fishhook water flea, in Lake Michigan during a Schoolship program

2001

- ISEA received ASTA "Sea Education Program of the Year" award

- Inland Seas fitted with new fore topmast & jib topsail.
- 2002
- Purchased Northern Lumber property site in Suttons Bay and began renovations for new Inland Seas Education Center
  - First Invasive Species Field Program offered
  - Over 50,000 participants sailed with ISEA since inception
- 2003
- Opened Inland Seas Education Center
  - First boat building program offered
  - Governor Jennifer Granholm participates in the Schoolship Program aboard Manitou
- 2004
- First round gobies discovered in Grand Traverse Bay
  - First Great Lakes Discovery Program offered
  - Sloop Liberty donated to ISEA
  - ISEA received DTE Energy “Achievement in Excellence Award for Sustainability”
- 2005
- First sail training programs offered onboard Liberty
  - First family programs offered in Inland Seas Education Center
- 2006
- Opened Invasive Species Exhibits in the Inland Seas Education Center
  - Wetland Demonstration Project completed on Inland Seas’ waterfront
  - Hamm Outdoor Classroom Pavilion constructed
- 2007
- Began after-school boat building classes with Suttons Bay High School students
- 2008
- Over 75,000 participants sailed with ISEA since inception
- 2009
- ISEA’s 20th anniversary
  - Inland Seas participates in first Michigan Schooner Festival in Traverse City
- 2010
- Inland Seas sails to Chicago to take part in the Tall Ships Chicago 2010 event
- 2013
- Founder Tom Kelly retires at year’s end
  - Fred Sitkins hired as ISEA’s second Executive Director
- 2014
- ISEA’s 25th anniversary
  - Schooner Inland Seas turns 20 years old
  - Inland Seas Education Center building is 100 years old
  - Sold sloop Liberty to Whistling Winds Classic Yacht Charters in La Mesa, CA
  - Suttons Bay Visitor’s Center first housed in ISEA’s Education Center
  - Over 117,000 participants sailed with ISEA since inception

## IV. FREQUENTLY ASKED QUESTIONS

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**Q: What do you do during the winter?**

A: The Inland Seas is laid up afloat for the winter in Traverse City. Schoolship Programs run from early May through mid-October. The remainder of the year the staff works to compile evaluations for the year, revise educational materials, recruit instructors and new staff, teach winter volunteer instructor training classes, and raise the funds needed to support our education programs. Education programs are offered in the Inland Seas Education Center on a year-round basis.

**Q: Do you run Schoolship Programs during the summer?**

A: Diverse summer programs are offered aboard Inland Seas. ISEA offers overnight trips for middle and high school students, Family Ecology Sails, Maritime History Sails, Astronomy Cruises, member transits, professional development workshops, and several others. Programs are also offered at the Education Center. ISEA is continuously working to expand our summer shipboard and Education Center programs.

**Q: How are you funded?**

A: ISEA is funded through corporate gifts, memberships, donations, grants, and program fees. Program fees are approximately one-third of what it actually costs to run the Schoolship Program – the remainder must be supported through fundraising.

**Q: Are you connected with Northwestern Michigan College?**

A: No, but we consider NMC to be an important collaborative partner. ISEA is an independent nonprofit that works closely with the Great Lakes Maritime Academy, the Water Studies Institute, and NMC's Extended Education Program.

**Q: How much does it cost to bring a group out for the day?**

A: Program fees are \$825 for a half-day and \$1,700 for a full-day program.

**Q: Where do the schools come from?**

A: Schools come from across the state of Michigan and beyond. Participants in our specialty summer programs bring people from all over the world.

**Q: Are there scholarships for schools who cannot afford the program?**

A: ISEA has scholarship endowments to help fund students/schools who cannot afford the tuition. Occasionally, corporate funds are available for scholarships.

**Q: Does ISEA have just one boat?**

A: ISEA owns the schooners *Inland Seas* and *Utopia*, and charters the *Manitou* for spring Schoolship Programs. The *Manitou* is owned and operated by the Traverse Tall Ship Company.

**Q: What are the boats made of?**

A: Inland Seas and Manitou are both made of steel. Utopia is steel below water, but wood from the waterline up.

**Q: How much did the schooner Inland Seas cost?**

A: The schooner cost about \$500,000 to build in 1994. Money came from individuals, foundations, and corporations. It was built in Palm Coast, Florida by Treworgy Yachts.

**Q: How many people can sleep on Inland Seas?**

A: 10 passengers plus 5 crew can sleep on the boat (15 total).

**Q: Why does Inland Seas have red sails?**

A: The red color is a reminder of a process once used to preserve canvas sails. Sails were soaked in a special concoction, the primary ingredient being the bark of hemlock trees. The hemlock bark contains tannin, a chemical that kills the bacteria that rots canvas. Our sails are Dacron and dyed the red color.

**Q: Does Inland Seas have an engine?**

A: Yes - it has a 130 horsepower, 6-cylinder John Deere diesel. Under power it can cruise at 8.5-9 mph.

**Q: How many people can participate on a day trip?**

A: 32 on Inland Seas and 35 on Manitou.

**Q: How many people does it take to sail Inland Seas?**

A: We can sail with four, but we usually sail with five crew.

**Q: How many students participate in the program each year?**

A: Approximately 5,000 students of all ages participate in ISEA's shipboard programs each year.

**Q: What does S/V stand for before Inland Seas and Manitou?**

A: It means sailing vessel.

**Q: Is the data students collect used in any way?**

A: ISEA has the most extensive continuous record of data collected on Grand Traverse Bay. Student weather data is reported to the National Weather Service daily. Fish catch data is reported to the Michigan Department of Natural Resources and Environment. Microplastics samples are sent to SUNY Fredonia for analysis. Currently, data are used to monitor trends in the bay.

**Q: How can a student I know sail aboard Inland Seas?**

A: Contact the ISEA office at (231) 271-3077 for a listing of available dates and fees. Much of this information is also available on ISEA's website at [www.schoolship.org](http://www.schoolship.org).



## V. VOLUNTEER EXPECTATIONS

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### All ISEA Volunteers are expected to:

- Know the safety guidelines for their jobs and know how to keep themselves and participants safe. Volunteers should know where the first aid kit in their working area is and who to report any injuries to. Volunteers should report all significant injuries.
- Treat everyone with respect. ISEA volunteers must treat all fellow volunteers, staff, and participants with respect and courtesy.
- Prepare for their task. Volunteers must arrive on time, physically and mentally ready to perform the task that they have signed up for. This often means studying materials or practicing abilities at home. If you are having trouble preparing or would like assistance, a staff member will be more than willing to help.
- Report volunteer hours. Recorded volunteer hours are important to Inland Seas staff for the purposes of planning volunteer hours needed the following year, in applying for or satisfying grants, and in volunteer recognition. See “Recording Volunteer Hours” for more.
- Help Inland Seas carry out our mission. Every action that we as volunteers or staff take should support the mission of inspiring Great Lakes curiosity, stewardship, and passion.

### All ISEA Volunteers can expect:

- To be treated with respect. ISEA volunteers will be shown respect from all staff and volunteers. They will be provided with a safe, friendly environment with the resources necessary to complete the requested task.
- To be valued. ISEA volunteers are to be recognized and appreciated for the time, skills and talents contributed.
- To know what you need to accomplish your goal. As a volunteer, you have the right to understand exactly what we are asking of you, performance expectations, and why requested tasks are beneficial to the organization.
- To have control over their volunteer role. Each volunteer has the right to express their ideas about their work, and request different responsibilities suited to their interests and abilities.
- To receive support from the ISEA staff. ISEA will offer the tools necessary for each volunteer to succeed in his/her assigned role. ISEA will provide the guidance and training necessary from an experienced staff member. If any of this is lacking, you can expect an ISEA staff member to fix it upon request.

If you, at any point, feel as though ISEA does not live up to your expectations, please speak with the Volunteer Coordinator or Executive Director regarding your concerns.

## VI. VOLUNTEER RECOGNITION PROGRAM

All ISEA Volunteers are automatically enrolled in a recognition program when they record their volunteer hours.

All Volunteers get:

- The monthly Volunteer Newsletter, a digital newsletter with updates about ISEA, current issues surrounding the lakes, amazing photos, and more.
- Invitation to volunteer events such as end-of-year banquets, & open houses.
- Access to special events & trips just for volunteers. (Examples include free movie showings at the State Theatre, or a trip to the Hammond Bay Biological Station.)
- The ability to order ISEA merchandise at cost (yearly).
- Access to the ISEA small-boat fleet. Come paddling anytime!
- A life-changing experience.

Donate 50 hours or more: **Sloop Level**

- Get 50% off the purchase of two public sail tickets. \*
- Participate in transit sails (when ISEA sails from one port to another) for free.

Donate 200 hours or more: **Ketch Level**

- Get two complimentary tickets for a public sail\*
- Participate in transit sails for free.
- Participate in Specialty Sails\*

Donate 400 hours or more: **Captain's Circle Level**

- Get four complimentary tickets for a public sail\*
- Participate in transit sails for free.
- Participate in Specialty Sails & Special Events\*
- Receive one free use of the Education Center for a private event\*
- Receive access to the ISEA Conference Room in the Education Center\*

NOTE: The levels of recognition here are similar to the recognition for monetary donations, but the two programs are mutually exclusive. If you are someone who donates your time and money to Inland Seas, it is possible to "stack" your benefits. (Example: someone who is a 'Mate Level' donor and a 'Ketch Level' volunteer would get 4 free tickets to a public sail.)

\*Reservations Required

## VII. RECORDING VOLUNTEER HOURS

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It is vitally important to the success of the organization that volunteers record all eligible hours. Inland Seas is asked to account for all volunteer hours during yearly audits, and when preparing end-of-year reports. Total volunteer hours help ISEA apply for and fulfill grants (many grants have volunteer hour requirements), and help us plan the level of recruitment needed to support the programs we have planned.

### HOW TO RECORD VOLUNTEER HOURS

Hours are recorded on the Volunteer Hours Log Sheet (Appendix C).

At the top of each sheet is a spot for you to fill in your name and year. Each time you volunteer, please (neatly) fill out the following fields:

**Date** - Date of activity

**Code** - See the code key below the name. If you're not sure what code to use, look at the job descriptions (Appendix A) for clarification

**Activity Description** - A (very) short description of what you did

**Activity Duration** - The amount of time you spent volunteering

**Travel Time** - Time it took round trip to get to the location you volunteered at

**Total Hours** - Activity duration + travel time

At the bottom of the sheet, there is a place for the Volunteer Coordinator to sign the sheet, a place for you to sign, and a spot to tally up ALL of the hours on that sheet. Upon using up a sheet, please tally the hours, sign, and begin a new sheet next time.

Volunteer hours are tallied twice yearly. They are tallied at the end of the calendar year on December 31, and at the end of our fiscal year on June 30. It is your responsibility to log all of your own hours and return the log sheet before these dates.

You may keep your log sheets with you, but the easier way to go is to keep a sheet in one of the volunteer logbooks. (Many volunteers keep several running sheets, one in each binder.) Binders are located:

- In the pilot house on Inland Seas
- In the galley on Manitou
- In the Volunteer Coordinator's office
- In the ISEA Boat Shop
- On Utopia
- Additionally, the Volunteer Coordinator will bring a logbook to all trainings that are not at the Inland Seas Education Center.

## VIII. Child Abuse and Sexual Assault Reporting

Child abuse is defined as any recent act or failure to act on the part of the parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation, an act or failure to act which presents an imminent risk of serious harm.

Alternatively: physical maltreatment or sexual molestation of a child.

### ISEA Youth Protection Policy

- ISEA's Youth Protection Policy has two goals;
  - To make the educational experiences at ISEA as safe as possible for children, staff, and volunteers.
  - Provide assurance to ISEA's clients and the public that we are taking an active role in protection of the youth in our care.
- At no point is an individual ISEA volunteer permitted to be alone with a child.
- During student programs, there must always be at least 2 adults present.
- Only one person at a time is allowed in the ship's heads or shoreside restrooms.
- An ISEA volunteer is not to have contact with ISEA students outside of the designated program.
- During a shipboard program, the person who witnessed the violation should report policy violations to the Captain.
- During shore-side programs, the person who witnessed the violation should report policy violations to the Executive Director.
- If you witness a case of abuse or molestation, you are required to report the incident to ISEA senior management and make a report to the local police or sheriff's department.
- If you have any questions regarding the Youth Protection Policy, please contact ISEA's Executive Director or Volunteer Coordinator.

ISEA volunteers who work directly with program participants must complete a youth protection training. ISEA staff will provide this training in-person yearly. Alternatively, volunteers may take the online BSA youth protection training and submitting a certificate of completion to the volunteer coordinator.

Go to [www.myscouting.org](http://www.myscouting.org) to create a login. Click on the youth protection training and follow the steps. At the end of the training, you will have the opportunity to print off a certificate of completion. Please do so, and give it to the Volunteer Coordinator (digital or hard copy is fine).

# IX. Legal

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## Non-Discrimination Policy

The Inland Seas Education Association does not and shall not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, marital status, sexual orientation, gender identity or gender expression, or any other characteristic protected under applicable federal, state, or local law; in any of its activities or operations. These activities and operations include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

The Inland Seas Education Association is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, donors, subcontractors, vendors, and clients.

The Inland Seas Education Association is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, marital status, sexual orientation, gender identity or gender expression, or any other characteristic protected under applicable federal, state, or local law.

All decisions regarding volunteering are made or administered according to these principles. Adopted by Board Resolution on February 16, 2017

## Criminal Background Check

Volunteers must submit to the following background checks: Michigan State Police Internet Criminal History Access Tool (ICHAT), Offender Tracking Information System (OTIS), and Dru Sjodin National Sex Offender Public Registry. Access to confidential records is limited to the Executive Director and the Volunteer Coordinator.

## Harassment

It is ISEA's policy that none of its volunteers be subjected to harassment of any kind, but particularly harassment forbidden by law such as harassment because of one's race, religion, sex, age, national origin, color, weight, marital status, veteran status, or a disability. All types of harassment, either by an ISEA volunteer or non-volunteer are prohibited and ISEA will take disciplinary steps, up to and including dismissal, against any volunteer who engages in it.

It is also the policy of ISEA that any volunteer who believes he/she has been subjected to such harassment, or believes he/she has observed another volunteer being subjected to such harassment, must report that fact immediately in writing to the Executive Director. The report will be promptly investigated and remedial action will be undertaken as appropriate. To the extent possible, the investigation will be conducted in a manner to protect the privacy of the individuals involved. If a report of harassment is made in good faith, ISEA will protect the

volunteer from retaliation or any other detrimental impact on his/her volunteering.

In the case of infractions of any policies or procedures involving the Executive Director, a volunteer shall report such infractions to the President of the ISEA board of directors or the appropriate board member charged with Human Resources Policy. The ISEA Executive Committee will act upon allegations concerning the Executive Director.

## Policy Against Sexual Harassment

ISEA's general policy against harassment, which requires the immediate reporting of any such acts experienced or observed to the Executive Director, includes a prohibition against sexual harassment. In the case of infractions of any policies or procedures involving the Executive Director, a volunteer shall report such infractions to the President of the ISEA board of directors or the appropriate board member charged with Human Resources Policy. The ISEA Executive Committee will act upon allegations concerning the Executive Director.

The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either: 1. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individuals volunteering; or 2. Such conduct or communication that has the purpose or effect of substantially interfering with an individual's volunteering or creating an intimidating, hostile, or offensive volunteer environment.

This policy requires that each volunteer exhibit, in his/her conduct and communications, sound judgment and respect for the feelings, sensibilities, and well-being of every other volunteer at ISEA as well as staff, students, and passengers.

## Fraud

ISEA has a zero tolerance policy with regard to fraud and any occurrence will result in dismissal and legal action to the fullest extent of the law.

## WHISTLEBLOWER POLICY

Concurrently, ISEA Complies with the Whistleblower Protection Act (<http://www.whistleblowers.gov/#>)

Inland Seas Education Association is committed to high standards of lawful, safe, and ethical behavior in all of its activities and conduct. All representatives of the Organization are expected to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. This policy is intended to establish procedures creating an environment where any suspected legal, ethical, or financial impropriety or misuse of the Organization's resources is encouraged to be reported and can be reported in confidence and without retaliation.

This policy applies to individuals and any eligible legal entities, including the following: all of the Organization's staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors and Board committee members.

## Reporting

This Whistleblower Policy is intended to encourage and enable the raising of serious concerns internally so that the organization can address and correct inappropriate conduct and actions. It is the responsibility of individuals to report concerns about suspected violations of law, regulations, or policies that govern the organization's operations, or other unethical or illegal practices, including without limitation the following:

- Questionable or improper matters regarding bookkeeping, accounting, internal accounting controls, or auditing matters;
- Instances of suspected fraud;
- Unethical corporate conduct;
- Violation of local, state, or federal law or regulations;
- Substantial and specific danger to the individual's or public's health and safety;
- Harassment (including sexual);
- Drug or alcohol use or abuse;
- Violation of any related professional code of ethics; and
- Other behavior in conflict with the Organization's mission, values, policies, or procedures

Inland Seas has an open door policy and suggests that employees, volunteers, and contractors promptly share their questions, concerns, suggestions or complaints with their supervisor or with the Executive Director, either orally or in writing. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director, who has the responsibility to investigate all reported complaints. The Director will acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Executive Director will advise the Board or Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties. If there is a complaint against the Executive Director, the complaint shall be made with to the Board President who shall assign another Board member to investigate the complaint.

## Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## No Retaliation

No Protected Individual shall be subjected to retaliation, discharge, threats, intimidation, harassment, discrimination or other adverse action because the Protected Individual, or an individual acting on behalf of the Protected Individual, reports or is about to report, verbally or in writing, a report under this policy of a violation or a suspected violation, or because the Protected Individual is requested to participate in an investigation, hearing, or inquiry held by that public body, or a court action. Prohibited adverse actions include but not are limited to actions regarding the individual's compensation, terms, conditions, location, or privileges within the Organization and its activities. Any protected individual who believes that he or she is the

subject of any form of retaliation for reporting unethical or illegal activity should immediately report the same as a violation of and in accordance with this policy.

Any individual within the Organization who retaliates against another individual for making a report or participating in an investigation under this policy will be subject to disciplinary action, up to and including termination of employment or volunteer status.

The Organization's Compliance Officer shall immediately notify the Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Finance Committee until the matter is resolved.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

The Board will ensure that this provision is given to and acknowledged by all employees, volunteers, and independent contractors.

Adopted by Board Resolution on February 16, 2017

## Drugs and Alcohol

Use of illegal substances or alcohol on ISEA property or on ISEA business is prohibited. Volunteers are prohibited from reporting to work intoxicated or under the influence of alcohol or drugs. A volunteer who is taking a prescription drug may be asked to present to ISEA a statement from the prescribing physician that the prescription drug will not impair the volunteer's performance.

All ISEA volunteers required by the US Coast Guard (crew members) to be drug tested shall take part in ISEA's Drug and Alcohol Program (Refer to the ISEA Drug and Alcohol Policy Manual for details).

ISEA facilities are tobacco free.

Any unethical or illegal activities should be immediately and confidentially reported to the Executive Director.

## Fraternization

Any relationship between employees and/or volunteers is to be discreet and invisible to clients and other employees/volunteers. All employees/volunteers are expected to function as individuals and not as half of a couple. There shall be no fraternization between ISEA staff or volunteers with ISEA participants.

## Insurance

Worker Compensation Insurance is provided by ISEA for all its volunteers while in the service of ISEA. A volunteer must immediately report every injury or illness while volunteering, even though it might be considered insignificant, so that necessary medical attention can be obtained



and so that ISEA can maintain accurate records as required by law. Shipboard volunteers are covered by the vessel's liability.

## Purchasing/Accounting Procedures

All purchasing/accounting procedures are under the responsibility of the Administrator and any questions/requests should be directed accordingly.

- ISEA is a tax-exempt organization and therefore does not pay taxes on any purchases. Let the merchant know before the purchase that ISEA is tax-exempt. The Michigan tax- exempt certificate should be presented - the merchant may request to keep the certificate if one is not on file.
- ISEA checks will be given for ISEA purchases upon request (checks should be requested in a timely manner and receipts turned in within two days of issue). Issued checks will be dated and made out to the receiving party with a note in the memo field identifying the purchase purpose (amount of check and invoice number, if available, will need to be filled in). If you do not use all issued checks, please return them immediately rather than keeping them for future use.
- Receipts are required and must be turned in on all ISEA purchases; please record the ISEA check number on each receipt. Reimbursement will not be issued unless a receipt is presented and purchases identified for ISEA use.
- ISEA has charge accounts and/or merchant cards with local businesses, provided upon request.
- Purchase orders are to be used for purchases over \$100.00 (if in doubt please ask).

## Outside Activities/Remuneration

No Volunteer shall serve as an agent of ISEA except on ISEA business. All compensation received by any volunteer who engages in any remunerative activity on behalf of ISEA shall be paid to ISEA.

Any copyright, patent, or trademark resulting from work done for ISEA shall be in the name of ISEA and shall remain property of the Inland Seas Education Association.

## Gifts

No volunteer shall accept or retain a gratuity offered to or received by the volunteer during the course of, or arising out of, his/her work with ISEA without the written approval of the Executive Director or the Executive Committee.

## Policy Infractions

Corrective action for Infractions of ISEA Policy and inappropriate behavior may occur in the following sequence. However, the process may begin at an advanced state or may involve immediate dismissal as circumstances warrant, depending on the severity of the infraction, as determined by the Executive Director. ISEA reserves the right to determine the appropriate disciplinary step for any conduct.

### First Warning – Verbal

A particular problem may arise that a supervisor wishes to discuss with you in private. The supervisor may decide to issue a verbal warning instead of the more formal procedure of written documentation (Written Improvement Plan). The supervisor makes a note of the discussion and the date on which it occurred and forwards it to the Executive Director for inclusion in your permanent personnel file.

### Second Warning – Written Improvement Plan

When an offense is considered serious or is a repeated offense about which you have already received a verbal warning, your supervisor may prepare a Written Improvement Plan. You, your supervisor, and the Executive Director are required to sign and date the Written Improvement Plan. It is incorporated into your permanent file. Should you repeat the incident or commit another one of a more serious nature, further action up to and including dismissal may result. Your supervisor will meet with you to discuss your actions.

## Confidentiality

**Volunteer Definition:** An individual providing a service to the organization at no cost to assist in delivering a program function.

As a volunteer of Inland Seas Education Association, I understand that I must maintain the privacy and confidentiality of any and all donor/constituent and student information. I recognize the value and sensitivity of confidential information. I understand that any information that I learn about a donor/constituent or student cannot be disclosed to anyone.

Confidential information includes but is not limited to ISEA constituent/donor data, prospect data, financial data, business strategies, student data, and photographs. Neither party shall have any obligation with respect to Confidential Information which: (i) is or becomes generally known to the public by any means other than a breach of obligations of a receiving party or other unlawful act; (ii) was previously known to the receiving party or rightly received by the receiving party from a third party; (iii) is independently developed by the receiving party without reference to information derived from the other party; and (iv) is subject to disclosure under court order or other lawful process.

I agree to maintain standards of confidentiality, as it is required of my role as a volunteer in providing services to Inland Seas Education Association.

I agree to keep all donor/constituent and student information confidential for an indefinite period of time, even after I am no longer volunteering with this organization.

I agree not to reveal to anyone any information that I learn about donors/constituents or students as a result of my work with ISEA, information that I may overhear in the ISEA offices and/or property, and as a result of work with ISEA's databases.

I agree not to write or publish any articles, papers, stories, or other written materials which will contain the names of any participant, information or photographs from which the names or identities of any participant can be discerned without permission of the Executive Director.

I agree to follow the above Rules of Confidentiality. I understand that failure to do so will result in immediate dismissal as an ISEA Volunteer.

# X. Appendices

## A - Volunteer Job Descriptions

### **A-1: Schoolship Instructor**

Schoolship Instructors teach a station on the ship.

### **A-2: Crew Member**

Crew are responsible for sailing the ship and other maintenance tasks.

### **A-3: Boat Shop Volunteer**

Assist students with the construction of boats, birdhouses, or other projects.

### **A-4: Office Volunteer**

Assist with mailings, make calls, or input data.

### **A-5 Marketing Volunteer**

Take photos, write promotional material, record quotes from participants, and sell Ship's Store merchandise.

### **A-6: Education Center & Museum Docent**

Give tours of the Education Center or Wetlands, answer questions about exhibits, answer questions.

### **A-7 Building and Grounds Volunteer**

Assist ISEA in maintaining a professional image by helping manage the lawn, shovel snow, or help paint.

### **A-8: Fund Development Volunteer**

Assist in writing grants, managing donor contacts, and fundraising.

### **A-9: Regional Volunteer Ambassador**

Provide promotional information to the important people and networks in your home area.

### **A-10: Donated Boat Sales Volunteer**

Manage the donation and sale of boats to raise funds for Inland Seas.

## B - An Inland Seas Calendar Year

## C - Volunteer Log Sheet

## D - Volunteer Recruitment Letter

## E – Volunteer Signature Page

# A-1: SCHOOLSHIP INSTRUCTOR

## Description

The Schoolship Instructor is responsible for delivering Inland Seas curriculum to upper elementary, middle, and high school students and adults. The teaching takes place aboard the schooner Inland Seas, based in Suttons Bay, MI and the schooner Manitou, based in Traverse City, MI. The goal of the program is to use shipboard educational experiences to inspire young people to pursue academic disciplines related to the Great Lakes, and to create a new stewardship for this precious resource.

Each 'Schoolship Program' consists of the crew, a lead instructor, and five Schoolship Instructors to teach in one of the six stations on board (Fish, Benthos, Plankton, Water Quality, Seamanship, and Microplastics\*). Instructors teach their group (5-7 students) about weather, help them take limnology samples\*, and spend 10 - 15 minutes with each group teaching their station. At the end of the sail, instructors meet back up with their group and talk about what was learned, and stewardship behavior.

\*Next-Gen programs only

## Qualifications

- Ability to work well with young people and express enthusiasm for the subject material.
- Experience and knowledge of one or more of the topic areas included in the program.
- Willingness to learn and teach new subject material.
- Experience aboard ships helpful, but not required.
- Ability to work with other volunteers and professional staff.

## Term

The Schoolship Program operates Monday through Friday from early May through mid-June, and from early September through mid-October. Additional programs for the general public are offered throughout the summer and may run out of another port. The greatest need for instructors is during these shipboard programs. Every effort will be made to accommodate individual schedules.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077 or by email: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

# SCHOOLSHIP INSTRUCTOR RESPONSIBILITIES

As an ISEA Schoolship Instructor, your primary responsibility is presenting a high quality educational experience.

Instructors shall:

1. Know the Schoolship student rules and ensure they are followed.
2. Be safety conscious. Report any potentially dangerous situations to the lead instructor or captain and notify the lead instructor in the event of any safety or medical emergency.
3. Be familiar with the ships, including safety equipment, procedures, history, and vocabulary.
4. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
5. Arrive at the vessel 1 hour before students arrive (8:00 a.m. for morning sessions and 12:45 p.m. for afternoon sessions) to help prepare and set up station equipment and attend the pre-trip briefing with the captain and lead instructor.
6. Complete two muster cards of your student group on 3x5 cards prior to boarding. You will keep one, and a student in your group will keep the other. Instructors must be in visual contact and control of their group at all times. The exception is during station rotation when you are responsible for the group at your station.
7. Know and understand station objectives, material, equipment, and its use. You should be aware of all the stages of the program and should become familiar with all the stations over time.
8. Help the lead instructor in presentations and demonstrations if you are comfortable. Stay above deck during group sampling.
9. Help clean and re-pack equipment at the end of each session and participate in the post-trip debriefing.
10. Inform the lead instructor of any needed materials or resources.
11. Record all volunteer hours including travel time in the volunteer logbook aboard each ship.
12. Report scientific data (water chemistry, benthos, plankton, and fish) to the lead instructor.
13. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.

## A-2: CREW MEMBER

### Description

SV Inland Seas is sailed by a full-time Captain, full-time seasonal Mate, a cook (on overnights and special events) and 2 volunteer crew members. Crew assist in ship departure, lowering and raising the anchor, sail handling, standing watch, and docking. Crew members interact with participants when doing these activities, and ensure that all ship safety rules are followed. Additionally, crew members often assist the captain with ship maintenance and upkeep.

Certified crew members must submit to random DOT drug screenings, per Coast Guard regulations.

### Qualifications

- It is recommended that Crew members complete the spring Crew In Training (CIT) coursework, or have experience working on tall ships. Exceptions will be made at the Captain's discretion.
- Have completed the Crew checklist, and get signed off by the Captain.
- Proficient in ship operations and sail handling (covered in trainings)
- Willing to work with students and members of the public to create a fun, safe sailing experience.
- Willing to follow orders from the Captain and Mate.

### Term

The Schoolship Program operates Monday through Friday from early May through mid-June, and from early September through mid-October. Additional programs for the general public are offered throughout the summer and may run out of another port and sometimes include overnight trips. The greatest need for instructors is during these shipboard programs. Every effort will be made to accommodate individual schedules.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077  
E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

## Crew Member Responsibilities

The primary goal of a Crew Member is to provide a safe, fun sailing adventure for students and members of the public, and to assist the Captain in the operation of Inland Seas.

### Crew Members shall:

1. Know the Schoolship student rules and ensure they are followed.
2. Be safety conscious. Report any potentially dangerous situations to the lead instructor or captain and notify the captain in the event of any safety or medical emergency.
3. Be familiar with the ships, including safety equipment, procedures, history, and vocabulary. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
4. Arrive at the vessel 1 hour before students arrive (0745 for morning sessions and 1300 for afternoon sessions) to help prepare and set up station equipment and attend the pre-trip briefing with the captain and lead instructor.
5. Maintain the cleanliness of the vessel, including a clean deck and sole, and polished brass.
6. Be familiar with the ship operations, including electrical and plumbing. Note: you don't have to be an electrician or plumber - these subjects are covered in training.
7. Obey all standing orders found in the crew manual.
8. Record all volunteer hours including travel time in the volunteer logbook aboard each ship.
9. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.



## A-3: BOAT SHOP VOLUNTEER

### Description

Boat shop volunteers assist students with the construction of Stand Up Paddleboards, Optimist sailing prams, or help the captain maintain the schooner. Volunteers receive instruction and safety training on all equipment, use and maintain tools, equipment, and machinery, and keep the boat shop clean and organized.

### Other Boat Shop Volunteer Opportunities

Boat shop volunteers work on different projects depending on the time of year. ISEA hosts a pram building class during the winter months as well as having ongoing cedar strip boat projects. Additionally, various woodworking projects maybe worked on depending on the needs of the organization.

### Qualifications

- NO WOODWORKING EXPERIENCE NECESSARY!
- Ability to work well with people of all ages and express enthusiasm for the subject material.
- Teaching experience is helpful, but not required.
- Willingness to learn and teach new subject material.
- Ability to work with other volunteers and professional staff.

### Term

The boat shop is open year round and does work on a variety of projects. Generally the boat shop is open during regular business hours, Monday-Friday 9am-5pm.

For more information, contact:

Tom Maynard

Volunteer Coordinator Phone: 231-271-3077

E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

Adam Burks

Lead Instructor, Volunteer Phone: 231-271-3077

E-mail: [adam@schoolship.org](mailto:adam@schoolship.org)

# Boat Shop Volunteer Responsibilities

As a boat shop instructor, your primary responsibility is presenting a safe, high quality educational experience to students in the boat shop.

Instructors should:

1. Be willing to follow ISEA shop safety rules.
2. Be familiar with the building, including safety equipment, procedures and history.
3. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
4. Help clean and put away equipment at the end of each session.
5. Inform the ISEA staff of any observations that would lead to improvement of the program.
6. Inform the lead instructor of any materials or resources that are low or that went over the side.
7. Record all volunteer hours including travel time in the volunteer logbook located in the boat shop. .
8. Please show up on your scheduled days, or inform ISEA as soon as possible if we need to find a substitute.

## A-4: OFFICE VOLUNTEER

### Description

The behind-the-scenes workings help to make our educational programs possible. Volunteers assist with ongoing tasks, as well as one-time projects such as:

- Advertising/Design
- Clerical Work
- Computers/Technology
- Curriculum development
- Data input
- Grant/Prospect Research
- Human resources
- Insurance
- Mailings
- Marketing/Public Relations
- Sales/Retail Management
- Special Events: planning and implementation

### Qualifications

Preferred qualifications include:

- Interpersonal & phone skills
- Organization
- Experience with Microsoft Office
- Experience with Salesforce
- Experience with Mailchimp
- Interest in working with the public, ISEA staff, and Volunteers
- Ability and willingness to learn various techniques and protocols

### Term

There are office and administrative opportunities at any point in the year. We are willing to work with your schedule and availability. Volunteers can work as a regularly scheduled volunteer or for one-time only tasks.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077  
E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

# Office Volunteer Responsibilities

As an Office Volunteer, your primary responsibility is to support ISEA through excellent organization and administration.

## Office Volunteers shall:

1. Be familiar with the building, programs and history.
2. Always wear your ISEA nametag.
3. Know and understand the objectives of the task. If you have any questions ask staff for some clarifying information.
4. Inform the volunteer coordinator of any observations that would lead to improvement of the program.
5. Inform the volunteer coordinator of any materials or resources that are low.
6. Record all volunteer hours including travel time in the volunteer logbook located in the volunteer office.
7. Please show up on your scheduled days, or inform ISEA as soon as possible if we need to find a substitute.

## A-5: MARKETING VOLUNTEER

### Description

Promoting the mission of Inland Seas. Volunteers assist as needed with ongoing tasks, as well as one- time projects such as:

- Distribute RAC cards to local hotels and restaurants
- Take photos and video of programs and participants
- Interview participants, volunteers, donors, board members, and staff
- Write press releases
- Assist with advertising, marketing, and graphic design projects
- Review video footage for promo videos
- Sell ship's store merchandise aboard the schooner
- Additional tasks and projects as needed

### Qualifications

Some preferred qualifications include:

- Experience with online media, print media, or radio
- Advanced writing skills
- Experience with marketing
- Video capture and editing experience
- Photography
- A willingness to travel and distribute ISEA materials
- Experience in sales

### Term

ISEA needs assistance with marketing year-round, but the greatest need for assistance and the majority of opportunities will be from May - October.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077

E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

## Marketing Volunteer Responsibilities

The primary goal of a marketing volunteer is to raise the profile of Inland Seas in the community by helping to create a positive public image.

### Marketing Volunteer shall:

1. Know the Schoolship student rules and ensure they are followed. Be safety conscious. Report any potentially dangerous situations. Be familiar with the ISEA mission and facilities.
2. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
3. Record all volunteer hours including travel time in the volunteer logbook in the ISEA office.
4. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.

## **A-6: EDUCATION CENTER & MUSEUM DOCENT**

### Description

The Inland Seas Education Center is open to the public year-round. Inland Seas staff need assistance in greeting visitors and providing them with information about our exhibits and operating the Ship Store.

### Qualifications

- Any experience in sales or with a cash register is helpful, but not required.
- Knowledge of the local area is helpful.
- Knowledge of ISEA's policies and programs is needed.

### Term

While the Education Center is open year-round, nearly all of the traffic seen occurs between Memorial Day and Labor Day. Help is needed during our entire sailing season, May - October.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077

E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

# Education Center & Museum Docent Responsibilities

The primary goal of an education center and museum docent is to provide excellent hospitality to visitors, and to provide clear answers to visitor questions insofar as you are able.

## Education Center & Museum Docent shall:

1. Know the Schoolship student rules and ensure they are followed. Be safety conscious. Report any potentially dangerous situations. Be familiar with the ISEA mission and facilities.
2. Be prepared to answer questions of a broad range to the best of your ability. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
3. Record all volunteer hours including travel time in the volunteer logbook in the Volunteer Coordinator's office.
4. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.



## **A-7: BUILDING & GROUNDS VOLUNTEER**

### Description

Assist ISEA in maintaining a professional image to the public. Duties may include:

- Mow the lawn, weed, plant
- Rake and clean out bedding
- Paint
- Shovel Snow
- Do carpentry work
- Assist in wetlands maintenance
- General grounds cleanup and maintenance

### Qualifications

Experience with lawn work, gardening Experience with carpentry, building maintenance

### Term

While help maintaining the building is needed year-round, the greatest need is at the beginning of the sailing season, around mid-May.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077

E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

# Building & Grounds Volunteer Responsibilities

The primary goal of a building and grounds volunteer is to keep the Inland Seas Education Center looking good, professional, and clean.

## Building and Grounds Volunteer shall:

1. Know the Schoolship student rules and ensure they are followed. Be safety conscious. Report any potentially dangerous situations. Be familiar with the ISEA mission and facilities.
2. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
3. Record all volunteer hours including travel time in the volunteer logbook in the Volunteer Coordinator's office.
4. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.

## **A-8: FUND DEVELOPMENT VOLUNTEER**

### Description

In order to provide affordable programs, Inland Seas must raise funds for scholarships as well as to cover operational costs. Duties may include:

- Assist in writing grants
- Assist in management of donor relations including donor research, database management, and mailings
- Assist with corporate sponsorship program including prospect research
- Help with fundraising mailings
- Work on special fundraising projects/campaigns

### Qualifications

- Experience writing grants or
- Experience in fund development or
- Experience in fundraising event management

### Term

Year-round

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077

E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

# Fund Development Volunteer Responsibilities

The primary goal of a fund development volunteer is to raise capital to support the operating costs of Inland Seas.

## Fund Development Volunteer shall:

1. Know the Schoolship student rules and ensure they are followed. Be safety conscious. Report any potentially dangerous situations. Be familiar with the ISEA mission and facilities.
2. Always wear your ISEA nametag and hat (these will be provided to you by ISEA).
3. Record all volunteer hours including travel time in the volunteer logbook in the Volunteer Coordinator's office.
4. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.

## **A-9: REGIONAL AMBASSADOR**

### Description

When Inland Seas travels to ports outside Grand Traverse Bay, we need help alerting potential partners and customers when and where we will be. Each community has a different way of reaching out to the public, sometimes it's through the Chamber of Commerce, sometimes a township listserv. If you know who to talk to or where to post our information, you would be a great candidate for a regional ambassador.

Regional ambassadors may also be asked to put rack cards and other advertising materials at local businesses.

### Qualifications

- Knowledge of local area communications and personalities.
- Ability to speak to the purpose of Inland Seas.

### Term

Inland Seas travels from our home port from early June until the start of the school year. Ambassadors need to be active 3 - 4 weeks before the ship arrives, or earlier (we would depend on you to let us know how early to get the message out in your community).

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077  
E-mail: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

## Regional Ambassador Responsibilities

The primary goal of a Regional Ambassador is to promote Inland Seas to a community to boost ticket sales and publicity.

### Regional Ambassador shall:

1. Communicate about shipboard opportunities prior to the arrival of Inland Seas.  
Distribute advertising materials to local businesses.
2. Be familiar with the ISEA mission and facilities.
3. Record all volunteer hours including travel time in the volunteer logbook aboard each ship and in the ISEA office.
4. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.

## **A-10: DONATED BOAT SALES VOLUNTEER**

### Description

Inland Seas receives donated boats throughout the year to sell as a fundraiser. A donated boat sales volunteer would assist Inland Seas staff in appraising, listing, and selling those boats to the public as a means to raise funds for Inland Seas.

### Qualifications

- A working knowledge of various watercraft and their value.
- The ability to negotiate a price.

### Term

Boats are for sale anytime the parking lot is free of snow.

For more information, contact: Tom Maynard, Volunteer Coordinator Phone: 231-271-3077, email: [tmaynard@schoolship.org](mailto:tmaynard@schoolship.org)

# Donated Boat Sales Volunteer Responsibilities

The primary goal of a Donated Boat Sales Volunteer is to sell watercraft to raise funds for Inland Seas.

## Donated Boat Sales Volunteer shall:

1. Sell donated boats at a reasonable price to support Inland Seas. Be familiar with the Donated Boat and facilities.
2. Record all volunteer hours including travel time in the volunteer logbook in the ISEA office.
3. After committing to a volunteer shift, it is important to keep your commitment. If you are unable to do so, please notify the ISEA office in advance so that alternative plans can be made in time.





# INLAND SEAS EDUCATION ASSOCIATION

## VOLUNTEER HOURS RECORD

Name: \_\_\_\_\_ Year: \_\_\_\_\_

CODE KEY

- |   |  |
|---|--|
| <p><b>A:</b> Office, Meetings<br/> <b>B:</b> Boat Shop<br/> <b>C:</b> Crew; specify ship (IS or U)<br/> <b>D:</b> Board Member Activities<br/> <b>E:</b> Education Center: Wetlands, exhibits, programs, etc.</p> | <p><b>GTSI:</b> Grand Traverse Stewardship Initiative<br/> <b>O:</b> Other/Miscellaneous<br/> <b>S:</b> Schoolship; specify ship (IS or M)<br/> <b>T:</b> Training<br/> <b>V:</b> Events</p> |
|---|--|

Date	Code	Activity Description	Activity Duration	Travel Time	Total Hours
4/10	S-IS	Example: Schoolship Instructor	4	.5	4.5
Please total your hours and sign below. Thank you for your time!				<b>Total:</b>	

Supervisor: \_\_\_\_\_

Volunteer: \_\_\_\_\_



# Inland Seas Education Association

## Calendar Year

<p>January                      Previous year's Volunteer Hours Tallied Year in Review Event</p>	<p>July                      Summer Programming                      Spring volunteer hours tallied</p>
<p>February                      ISEA Speaker Series ISEA Cafe</p>	<p>August                      Summer Programming</p>
<p>March                      Instructor Trainings Begin (2nd week) Crew Trainings begin (3rd week)</p>	<p>September                      Summer Programming Ends (1st week) Fall Schoolship Begins (2nd week)</p>
<p>April                      Full-day Trainings Shakedown Sails Loading science equipment on schooners</p>	<p>October                      Fall Schoolship Ends (2nd week) Volunteer Recognition Banquet</p>
<p>May                      Wet Runs (1st week)                      Spring Schoolship Begins! (2nd week)</p>	<p>November                      Staff Planning Sessions (for next year)                      Volunteer Survey goes out</p>
<p>June                      Spring Schoolship Ends (2nd week) Coast Guard Inspection                      Summer Programming Begins                      Education Center becomes Welcome Center</p>	<p>December                      Year-end Reports published</p>

Please use the following letter to recruit interested volunteers.  
If you have a friend or coworker who expresses interest in volunteering, use the letter as a tool to recruit them.



# Volunteer with Inland Seas Education Association

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Inland Seas Education Association would like to invite you to help inspire the next generation to protect the Great Lakes. Inland Seas, an independent non-profit organization relies on volunteer educators, crewmembers, and shoreside supporters to fulfill our mission of *inspiring Great Lakes curiosity, stewardship, and passion*. Volunteers of all backgrounds and abilities are welcome – no special skillset is needed. We need your help!

There are many ways to get involved and to volunteer, and the major programs are described below.

- **Schoolship Instructor** – Spend a morning or afternoon aboard the schooner *Inland Seas* with a group of students. Lead students through engaging lesson plans and discovery of Great Lakes Ecology. Those with a science or teaching background will love performing this role – but volunteers with no experience in a science lab or classroom enjoy this option just as much!
- **Crew Member** – Whether you're a seasoned sailor or have no experience with boats if you're willing to 'learn the ropes' and enjoy adventure you'll love acting as a crewmember on board.
- **Boat Shop Volunteer** – Inland Seas hosts boat building programs for students and adults all year round. If you have woodworking experience or want to learn more while helping students learn, you will enjoy helping students build a boat and build their skills.
- **Office Volunteer** – There's a lot that happens behind the scenes at Inland Seas. From preparing mailings to entering data to helping us stay organized, there are lots of ways you can support our mission from the shore.

If you have a skill, ability, or interest that's not listed (like grant-writing, database management, or fund development) please let us know if you're willing to help. It takes many hands to keep a ship afloat!

Volunteering with Inland Seas is a fun and rewarding way to give back, work with students and the public, and have a little adventure yourself. Our volunteers are part of a community and love working with students and each other. Volunteers spend as much or as little time as they choose and receive several benefits and special events (in addition to sailing the lake).

***“ISEA has added much to my retirement and I have enjoyed the flexibility of change in myself and the program. Every trip is a new experience.” – Inland Seas Volunteer***

Inland Seas provides a robust training program starting in March for schoolship instructors and crewmembers. Volunteers with no previous experience can attend these trainings and be successful educators and crew by the time the Spring Schoolship season starts in May. Instructors are encouraged to 'shadow' experienced instructors before taking on a group on their own and crew members go through a Crew In Training program for a season before they are certified.

*"I have found that I often learn something new on every trip... it amazes me."  
-Inland Seas Volunteer*

Can you see yourself volunteering for Inland Seas? There are several ways to get involved:

- Attend a volunteer open house for information on ways to volunteer, what the Inland Seas volunteer experience is like, and meet the crew.
- Find out more about volunteering at Inland Seas
  - Check out [schoolship.org/volunteer](http://schoolship.org/volunteer) for more descriptions of volunteer jobs, check out our calendar, and view the different programs you can get involved with.
- Attend an event or training - check the online calendar for the training schedule.
  - Instructor Trainings take place in March and April and consist of Wednesday evening trainings, all day trainings, and a series of 'wet runs' (the equivalent of a dress rehearsal). Instructors **DO NOT** have to attend all of these trainings. An instructor will pick one or two subjects to teach at first, and can expand into other areas later.
  - Crew Trainings take place in March and April and consist of Thursday evening trainings and a series of shakedown sails. Crewmembers **MUST** attend as many trainings as possible! A crewmember must put in the class time required in order to sail as Crew In Training.
- Call Tom or stop by the Inland Seas office! Whether you have specific questions or just want to say "Hi" I'd love to talk with you about our programs or what you're hoping to get out of volunteering.

The truth is that an organization like Inland Seas can't exist without someone like you. We believe that individuals can make a difference, that education matters, and that the Great Lakes are worth protecting. Join us in inspiring Great Lakes curiosity, stewardship, and passion - volunteer with Inland Seas.



Tom Maynard, Inland Seas' Volunteer Coordinator is a graduate of Michigan Tech University and works as a coordinator and STEM educator. Please stop by and say hello!

## Volunteer Agreement

I certify that I have received, read, and understand ISEA's Volunteer Handbook and in consideration of my volunteering with ISEA, I agree to comply with all of ISEA's policies, practices, and procedures.

Volunteer Name (Printed): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

ISEA Representative: \_\_\_\_\_

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

Please return this page to the Volunteer Coordinator