The mission of Inland Seas Education Association is to inspire Great Lakes curiosity, stewardship, and passion.
I. INTRODUCTION TO ISEA

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 Schoolships 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 5 full-time staff members to run day-to-day operations. Additionally, an AmeriCorps Vista does a 1-year stint to develop programming and gain hands-on experience teaching. Seasonally, a mate and cook are hired to assist in ship operations. Full time staff include:

- Executive Director
- Captain
- Office Manager
- Lead Scientist & Education Specialist
- Volunteer Coordinator & Educator
- AmeriCorps VISTA

Volunteers
Volunteers are the backbone of ISEA. With a full time staff of only 5 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

Spring/Fall Schoolship Programs
Spring and Fall Schoolship Programs are half-day trips on Suttnons Bay and Grand Traverse Bay aboard the schooners Inland Seas and Manitou. Schools from across the state of Michigan bring groups of students from 4th-12th 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) 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 for 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 will be trained on how to use the Invasive Species Exhibits as teaching tools. Shoreside programs in the past have included a five-day Education Center/schooner Great Lakes Discovery Program, a half-day MSU Extension Great Lakes Discovery Program, Family Fridays (themed programs each Friday open to the public), Aquatic Invaders workshops for the public and Glen Lake Association, week-long summer camps, and Wednesday drop-in programs. More education and training about Education Center programs will be provided upon request.

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

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 100,000 participants sailed with ISEA since inception
IV. FREQUENTLY ASKED QUESTIONS

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 reminder 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 the college (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 $800 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 or students 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 schooner Inland Seas 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.

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 do 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: **Does the Inland Seas Education Association have an e-mail address or a website?**  
A: Yes. The e-mail address for our organization is isea@schoolship.org and the ISEA website is [www.schoolship.org](http://www.schoolship.org). Individual staff emails can be found on the website.

Q: **How many students and teachers 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

All ISEA Volunteers are expected to:

1. 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 and who to report any injuries to. Volunteers should report all significant injuries.
2. Treat everyone with respect. ISEA volunteers must treat all fellow volunteers, staff, and participants with respect and courtesy.
3. 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.
4. 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.
5. 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:

1. 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.
2. To be valued. ISEA volunteers are to be recognized and appreciated for the time, skills and talents contributed.
3. 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.
4. 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.
5. 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.

Tom Maynard
Volunteer Coordinator
Phone: 231-271-3077
tmaynard@schoolship.org

Fred Sitkins
Executive Director
Phone: 231-271-3077
fsitkins@schoolship.org
VI. VOLUNTEER RECOGNITION PROGRAM

All ISEA Volunteers are automatically enrolled in a recognition program when they record their volunteer hours. Some benefits are automatically extended to ALL volunteers and some are based on the amount of time donated.

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, & spring 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)
- 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 complementary tickets for a public sail
- Participate in transit sails for free*

Donate 400 hours or more: Schooner Level

- Participate in transit sails for free*
- Receive invitations to special Events

NOTE: The levels of recognition here are similar to the recognition for cash 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

It is vitally important to the success of the organization that volunteers record all eligible hours and turn in their records in a timely manner. 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, address, phone number, and email. This is only done once per sheet. Each time you volunteer, you will (neatly) fill out the following fields:

- **Date** - Date of activity
- **Code** - See the code bank in the upper right. 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
- 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; 1. To make the educational experiences at ISEA as safe as possible for children, staff, and volunteers and 2. 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 ISWA 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 shore-side restrooms.
• An ISEA volunteer is not to have contact with ISEA students outside of the designated program.
• During a ship-board program, policy violations should be reported to BOTH the Lead Instructor and the Captain by the person who witnessed the violation.
• During shore-side programs, policy violations should be reported to BOTH the Lead Instructor and the Executive Director by the person who witnessed the violation.
• 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.
IX. Legal

Equal Opportunity Workplace
ISEA is an equal opportunity workplace. It is our policy to ensure that all persons are treated without any regard to race, creed, color, national origin, age, sex, religion, marital status, heights, weight, veteran’s status, disability, union membership, or any other conditions legally covered because of their protected group status. All decisions regarding volunteering are made or administered according to these principles.

Criminal Background Check
Volunteers must submit to the following background checks: Michigan Stat 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 Administrator.

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 that 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 extend 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’s 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 judgement and respect for the feelings, sensibilities, and well-being of ever other volunteer at ISEA as well as staff, students, and passengers.

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

Concurrently, ISEA Complies with the Whistleblower Protection Act (http://www.whistleblowers.gov/#)
Drugs and Alcohol
Use of illegal substances or alcohol on ISEA property or on ISEA business is prohibited. Volunteer 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 require 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 discrete 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, a Written Improvement Plan may be prepared by your supervisor. 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 can not 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.
Appendices
A - Volunteer Job Descriptions
B - An Inland Seas Calendar Year
C - Volunteer Log Sheet
D - Volunteer Recruitment Letter
E - Volunteer Signature Page
APPENDIX A: VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

A-1 – Schoolship Instructor
   Schoolship Instructors teach a station on the ship.

A-2 – Schoolship Crew
   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.

Although it is always helpful if you have a background in the area that you would like to volunteer, NO EXPERIENCE IS NECESSARY to take on any of these tasks. One of the perks of volunteering is that you get to develop new skills or use your skills in a new way. Never taught a class? You can be an Instructor. No woodworking experience? You can help a young person build a boat.
A-1: JOB DESCRIPTION: SCHOOLSHIP VOLUNTEER INSTRUCTOR

The Schoolship Program is a shipboard experiential education program for upper elementary, middle, and high school students and adults. The program 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 vessel has a professional sailing crew and a lead instructor. Six volunteer instructors work with the lead instructor to present the Schoolship curriculum. The volunteer instructors work with the lead instructor on the following tasks:

1. Demonstrate scientific equipment used in limnology, fisheries, and meteorology.
2. Present educational units to student groups aboard ship. The emphasis is on hands-on involvement by the students. Subject material includes ecology, geography, history, folklore, seamanship, and related fields.
3. Assist with refinement and evaluation of educational programs and materials.

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 spring Schoolship Program operates Monday through Friday from early May through mid-June. The fall Schoolship Program runs 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. Once you have your schedule, 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.

For more information, contact:

Tom Maynard
Volunteer Coordinator
Inland Seas Education Association
100 Dame Street, P.O. Box 218
Suttons Bay, MI 49682
Phone: 231-271-3077
E-mail: tmaynard@schoolship.org
SCHOOLSHIP VOLUNTEER INSTRUCTOR RESPONSIBILITIES

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

Instructors should:
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 ½ 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 materials or resources that are low or that went over the side.
11. Record all volunteer hours including travel time in the volunteer instructor logbook aboard each ship.
12. Report scientific data (water chemistry, benthos, plankton, and fish) to the lead instructor.
13. Please show up on your scheduled days, or inform ISEA as soon as possible if we need to find a substitute.
14. HAVE FUN!
A-2: JOB DESCRIPTION: EDUCATION CENTER VOLUNTEER INSTRUCTOR

The ISEA Education Center is used for pre-arranged programs for elementary, middle, and high school students and adults as well as acting as a typical museum for the general public. The goal for both of these types of programs is to provide a shore-side experiential education experience that inspires young people to pursue academic disciplines related to the Great Lakes, and to create a new stewardship for this precious resource.

Pre-arranged program can include activities within the Inland Seas Education Center, the ISEA Wetland Demonstration Project, and local surroundings in Suttons Bay. Education Center instructors work together with a lead instructor to present ISEA objectives aligned to the science curriculum of the Grade Level Content Expectations. Volunteer instructors in the Education Center will work on the following tasks:

1. Provide informational dialogue and inquiry-based questions to enhance visitor interaction with the Invasive Species Exhibits. May also present hands-on activities/demonstrations, introduce videos, and answer general questions.
2. Set-up and present a hands-on activity for small groups/families in our science lab, classroom, or wetland during programs.
3. Assist with refinement and evaluation of educational program and materials.

Qualifications
- Ability to work well with people of all ages and express enthusiasm for the subject material.
- Experience and knowledge of invasive species and the Great Lakes (background information can be found in the schoolship and education center manuals).
- 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 Education Center is open year round, Monday through Friday from 8:30am-5:00pm. During the summers, from Memorial Day to Labor Day, the center is also open Saturday, from 10am-6pm.

Other Center Volunteer Opportunities
In addition to exhibit and center program instructors, ISEA constantly needs volunteers for other tasks in the Education Center including:
- Aquarium maintenance
- Curriculum development
- Education exhibits design and maintenance
- Outdoor maintenance: weeding, planting, mowing, landscaping, plowing, painting etc.

For more information, contact:
Tom Maynard
Volunteer Coordinator
Phone: 231-271-3077
E-mail: tmaynard@schoolship.org
EDUCATION CENTER VOLUNTEER INSTRUCTOR RESPONSIBILITIES

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

Instructors should:

1. Be safety conscious. Report any potentially dangerous situations to the lead instructor or staff person and notify the lead instructor in the event of any safety or medical emergency.

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. Arrive at the building 1/2 hour before students arrive (staff will inform you of the arrival time) to help prepare and set up station equipment.

5. Know and understand station objectives, material, equipment, and its use. You should be aware of all the stages of the program.

6. Strive to continue learning about Great Lakes issues in order to become a better teacher.

7. Help clean and re-pack equipment at the end of each session and participate in the post-trip debriefing.

8. Inform the lead instructor of any observations that would lead to improvement of the program.

9. Inform the lead instructor of any materials or resources that are low or that went over the side.

10. **Record all volunteer hours including travel time in the volunteer instructor logbook aboard each ship.**

11. Please show up on your scheduled days, or inform ISEA as soon as possible if we need to find a substitute.

12. Tell your friends about ISEA!

13. **HAVE FUN!**
A-3: JOB DESCRIPTION: BOAT SHOP VOLUNTEER INSTRUCTOR

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.

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 on going cedar strip boat projects. Additionally, various wood working projects maybe worked on depending on the needs of the organization.

For more information, contact:

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Adam Burks
Lead Instructor, Volunteer
Inland Seas Education Association
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BOAT SHOP VOLUNTEER INSTRUCTOR RESPONSIBILITIES

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

Instructors should:

1. Be willing to follow ISEA shop safety rules and sign a form.
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. Arrive at the building 30 minutes before students arrive (staff will inform you of the arrival time) to help prepare and set up station equipment.
5. Know and understand station objectives, material, equipment, and its use. You should be aware of all the stages of the program.
6. Help clean and re-pack equipment at the end of each session.
7. Inform the lead instructor of any observations that would lead to improvement of the program.
8. Inform the lead instructor of any materials or resources that are low or that went over the side.
9. Record all volunteer hours including travel time in the volunteer instructor logbook located in the boat shop.
10. Please show up on your scheduled days, or inform ISEA as soon as possible if we need to find a substitute.
11. Tell your friends about ISEA!
12. HAVE FUN!
A-4: JOB DESCRIPTION: OFFICE AND ADMINISTRATIVE VOLUNTEER

Inland Seas is constantly preparing for, implementing and evaluating existing programs, as well as developing new ones. Quite a bit of leg work goes into the implementation of our programs including grant writing, fund development as well as coordinating the logistics of where people will be and when.

Qualifications
- Ability and willingness to learn various techniques and protocols.
- Computer skills are appreciated, but not required.
- Interest in working with the public, ISEA staff and volunteers

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.

Other Office and Administrative Volunteer Opportunities
- 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

For more information, contact:

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Volunteer Coordinator
Inland Seas Education Association
100 Dame Street, P.O. Box 218
Suttons Bay, MI 49682
Phone: 231-271-3077
E-mail: tmaynard@schoolship.org
OFFICE AND ADMINISTRATIVE VOLUNTEER RESPONSIBILITIES

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

Instructors should:

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.

8. Tell your friends about ISEA!

9. **HAVE FUN!**
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