



CANADIAN ORGANIZATION FOR TROPICAL EDUCATION AND RAINFOREST CONSERVATION

Volunteer and Fundraising Support Information

Thank you for considering to support COTERC by volunteering your time to assist our Directors in meeting their objectives for the organization. With your help, we will continue to endeavor to meet our goals of educating the world about the rainforest ecosystem as well as maintain our research and conservation initiatives in Costa Rica.

This comprehensive information package will give details about how you can volunteer your time and energy in helping COTERC meet its objectives and also help to define the role of a volunteer in the organization.

Please take some time to read through the following information to determine what fits your needs the best. It is highly beneficial to all volunteers to be well informed in advance of making the decision to volunteer with COTERC. Thank you for your attention.

VOLUNTEERING

Please note that this information package includes details about how to volunteer with COTERC in Canada or abroad but NOT how to volunteer at the Caño Palma Biological Station. If you are interested in visiting the Station to volunteer, please visit the CPBS webpage at www.coterc.org to locate the proper information.

Before deciding to volunteer with COTERC, please insure that you are able to meet the following requirements.

Requirements

1. Read and understand the volunteer information in this document.
2. I am able to transport myself to and from the location that I will volunteer at.
3. I have completed the Volunteer Plan and returned to COTERC before beginning to volunteer.
4. I have contacted the Director of Events and Volunteers and discussed my Volunteer Plan

Participation in Special Events

COTERC operates its special events on an annual basis. The calendar of events is developed each year and can vary from year to year. Volunteers may choose to assist at any special events that fit to their personal schedule. To determine the timing and dates of special events please visit the COTERC webpage at www.coterc.com to see the most up to date calendar of events.



COTERC's Director Assistance Programs

We have created the following information about our Director's Assistance Programs, in order to help you determine where you may want to give your time.

Director Assistance Programs

- **Events**
 - **Assisting with Annual Events**

Helping to set up/take down at the event location, assist with transporting materials to and from location, assisting with attendance and auctions at events.
Volunteers with SMARTserve are beneficial to us for this role
 - **Assisting with Information Displays**

Helping to set up/take down at the event location, being a presence at the displays to help with visitor information, assist with fundraising.
Volunteers with experience visiting at CPBS are beneficial in this role.
 - **Assisting with Marketing Resources**

Assisting with the development and editing of marketing resources such as brochures, posters, webpage media. *Volunteers with graphic design experience are beneficial in this role.*

- **Conservation and Research**
 - **Grant Writing**

Researching, and applying for grants to fund our conservation initiatives and biological monitoring programs in Costa Rica.
This program is suited to volunteers with grant writing or report writing experience.
 - **Report Writing**

Compiling, analyzing and summarizing information gathered in order to generate scientific reports for COTERC.
This program is suited to volunteers with report writing experience or experience in statistics.
 - **Literature Review**

Compiling information from literary sources, maintaining a database of relevant literature, helping to organize the COTERC publication library.
This program is suited for volunteers with an understanding of scientific literature.

- **Membership and Archives**
 - **Archiving**

Organizing the literary archives and assisting with the cataloging of documents and preservation of COTERC history.
 - **Database Assistance**

Organizing, updating and archiving of the Membership database.



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This program is suited for volunteers with experience in database management.

- **Photo Editing, Compiling**

Cataloging of the photographic library, labeling of photos, editing of COTERC owned photos.

This program is suited for volunteers with experience in photo editing or modern photography.

- **Education**

- **Presentation Building**

Development of curriculum and non-curriculum based PowerPoint presentations, review of current presentations for updating to newest curriculum.

This program is suited for volunteers with knowledge of the local elementary and/or secondary level science curriculums

- **Facts Sheet Development**

Development, research and/or editing of flora and fauna facts sheets, translation of facts sheets into Spanish.

This program is suited for volunteers with knowledge of Costa Rican plants and animals and/or fluency in Spanish.

- **Group Presentations**

Assist with the development and implementation of presentations to school groups, nature clubs and other interested organizations.

This program is suited for volunteers with experience in oral/visual presentations.

- **Finance**

- **Auditing**

Work as part of the auditing committee to audit the finances of the organization once a year.

This program is suited for volunteers with experience in financial auditing.

To make a volunteer request, please fill out the attached form and send a copy to info@cotercc.org. The Director of Events and Volunteers will contact you to discuss further.



COTERC Volunteer Plan

Personal Information (Please print clearly)

Name: _____

Phone: _____

Email: _____

I am a current Member of COTERC: Yes No (circle one)

I have visited CPBS: Yes No (circle one)

Volunteer Request

Program: _____

Activity: _____

Availability From: _____ To: _____
(dd/mm/yyyy) (dd/mm/yyyy)

Experience: (in relation to the program you have selected)

Expectations: