

Volunteer Continuing Education Policy

All Sonoma County Wildlife Rescue Volunteers are required to complete 10 hours of continuing education a year to meet the requirements set forth in our Memorandum of Understanding with our permittees, the California Department of Fish and Wildlife.

To ensure that all volunteers with Sonoma County Wildlife Rescue are in compliance with our permit requirements, the following policies must be agreed upon and adhered to by all volunteers. Those not in compliance with the policies will be taken off their volunteer shift until they are able to be in compliance with the policies again.

Our sincere hope is that volunteers will be excited by the opportunities these requirements will provide and use it to advance their passion and knowledge of wildlife.

Volunteer Continuing Education Policies:

- Volunteers are required to complete at least one hour of continuing education a month from January through October each year. All on-site volunteers will be allotted time to complete their training during their shift and their on-site time sheet must reflect a minimum of one hour completed each month.
- Volunteers are required to time and keep track of their individual continuing education courses. This information must be kept current and stored onsite in the designated filing system.
- Volunteer training provided by SCWR will be labelled as “Required Training” or “Recommended Training”. All volunteers must complete the “Required Training” provided by SCWR, even if 10 hours of continuing education has already been fulfilled as these trainings cover subjects pertinent to your volunteer role. Required training will usually be made available early in the year, but additional training needs may arise as the year progresses.
- All “Free Exploration Continuing Education” must be submitted with the proper documentation that clearly displays the time spent. The time spent recorded under this category must be clear and reasonable based on the activity listed.
- All completed timesheets tracking education hours for the year must be turned in to the Volunteer Coordinator no later than October 31st of each calendar year. All time listed on the timesheet must be truthful and considered reasonable by staff for the time spent on the activity listed.

With over 60 active volunteers, it is expected that each volunteer takes ownership of their continuing education. Staff will regularly check in on hours but will not have the time to continually remind volunteers to complete their training.

By signing below, I agree to these policies outlines above.

PRINT – Volunteer Full Name

Volunteer Signature

Date