Audubon | Patterson Park Audubon Center

Volunteer Handbook

Table of Contents

Welcome Letter from the Director and Education Manager 3

National Audubon Society 4

- Mission 4
- Core Values 4
- The Flyways 4
- Audubon's Commitment to Diversity and Inclusion 5
- Baltimore's Priority Bird Species 5

Patterson Park Audubon Center 6

- Our Mission 6
- Our Vision 6
- Our Goals 6

A History of Patterson Park 7

PPAC Volunteers 8

- Opportunities include: 8
  - Urban Education 8
  - Bird Watching 9
  - Habitat Restoration & Stewardship 10
  - Administration 10
  - Community Ambassador 10
- Why become a PPAC volunteer? 11
- Volunteers can expect from PPAC 12
- PPAC expects from our volunteers 12

Volunteer Policies & Procedures 13

- Required Forms 13
- Discrimination & Harassment-Free Workplace 13
- Political Involvement 13
- Audubon Ownership of Work Product 14
- Safe Workplace 14
- Smoke-Free Workplace 14
- Drug & Alcohol-Free Workplace 14
- Violence-Free Workplace 15
- Youth Protection Policy 15

Welcome to Patterson Park Audubon Center!

Dear Volunteer,

Welcome to the Audubon team in Baltimore!

First, THANK YOU! This is the first time but certainly not the last time we will express our thanks to you for sharing your time, energy, and expertise in helping to advance Patterson Park Audubon Center's mission. Your efforts help us share the love of the Chesapeake Bay and all its wonders with learners of all ages and backgrounds. Your work helps connect Baltimore City neighbors around a combined effort, to protect the bird species of the Atlantic Flyway and improve our communities for the benefit of people and biodiversity. Your volunteer time is absolutely vital to what we do.

Second, we hope that you find PPAC to be a place where you can practice your skills, meet new people, share your feedback, learn, and grow. Please feel free to ask questions, share your ideas, and provide constructive feedback. You are part of a team of staff, volunteers, board members, and community partners and supporters. PPAC's programs, projects, and participants will benefit greatly from our collective knowledge.

By joining the Audubon team, you are part of an international bird conservation organization, National Audubon Society, which engages multicultural neighbors across the United States and throughout the Americas. One of 41 Audubon Centers in the U.S., Patterson Park Audubon Center creates programs and projects which are meaningful for Baltimore communities and which improve the city for birds and people. We are proud to achieve this in collaboration with countless partners and neighbors, locally, regionally, and throughout the Atlantic Flyway.

Please take a moment to read this Volunteer Handbook, as it is a guide to understanding the goals of National Audubon Society and PPAC, our history and future, and the policies that help to make it all possible. The Audubon team at Patterson Park Audubon Center in Baltimore, Pickering Creek Audubon Center in Easton, and our national offices are here to make sure you feel welcomed and supported. Please do not hesitate to ask questions of your supervisors and support staff – we want you to feel as comfortable as possible.

Finally, want to express how excited we are to having you working with us! We look forward to learning as much from you as you learn from us. We hope your time here is rewarding and fun!

Happy Volunteering, and THANK YOU!

Susie Creamer
Director of Urban Education & Conservation

Erin Reed
Education Manager

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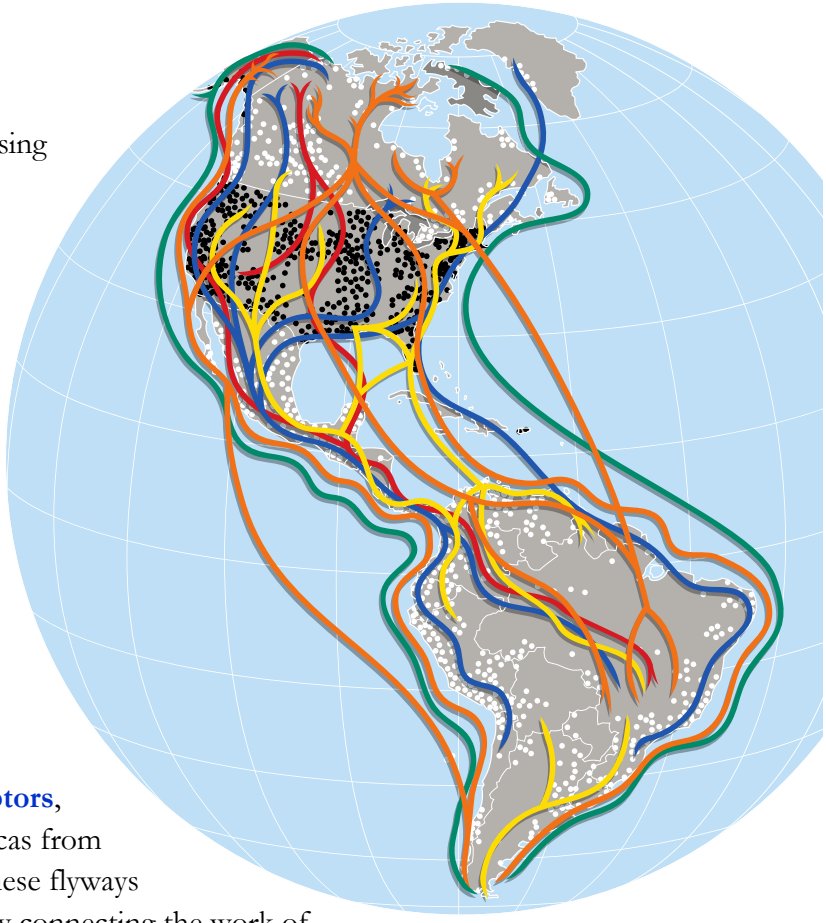
National Audubon Society

For more than a century, Audubon has worked to protect birds and connect people with nature in their own communities and across the hemisphere. Our legacy is built on science, education, advocacy, and on-the-ground conservation. We bring all of this together through our unparalleled network of state programs (22), centers (41), and local chapters (450+).

This combination of expertise and on-the-ground engagement makes Audubon a truly unique and trusted force for conservation. Audubon's mission is more urgent today than ever before. Natural habitat and open spaces are disappearing at an alarming rate. Protections for wildlife, natural places, and clean air and water are in jeopardy. By protecting birds, we're also safeguarding America's great natural heritage for future generations, preserving our shared quality of life and fostering a healthier environment for us all.

Mission

To conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity.



Core Values

- ✓ Action
- ✓ Collaboration
- ✓ Commitment
- ✓ Integrity
- ✓ Optimism
- ✓ Respect

The Flyways

Each spring and fall, billions of migratory birds – including **shore birds**, **sea birds**, **land birds**, **raptors**, and **waterfowl** – follow the flyways of the Americas from wintering to breeding grounds and back again. These flyways inspire our model for organizational alignment. By connecting the work of the Audubon network – Chapters, Centers, national and state staff, volunteers, partners, and other supporters – all along each of the flyways of the Americas – Pacific, Central, Mississippi, and Atlantic – Audubon can weave a seamless web of conservation for both migratory and non-migratory species. By working toward common flyway conservation goals, we can have a greater impact. And by coordinating resources and expertise, we can increase our efficiency across the network.

Audubon's Commitment to Diversity and Inclusion

Just as biodiversity strengthens natural systems, the diversity of human experience strengthens our conservation efforts for the benefit of nature and all human beings. Audubon must represent and reflect that human diversity, embracing it in all the communities where we work, in order to achieve our conservation goals. To that end, we are committed to increasing the diversity of our staff, board, volunteers, members, and supporters, and to fostering an inclusive network of Audubon Centers and Chapters in all kinds of communities, from rural to urban.

Diversity and inclusion is not only a best practice for business, it's a strategic imperative. Our business and conservation strategies are enriched and made stronger by the contribution of the experiences, perspectives, and values of diverse individuals and communities. Protecting and conserving nature and the environment transcends political, cultural and social boundaries, and so must Audubon in order to expand our network's reach and engage more people in protecting birds and habitat.

We at PPAC work to protect the biodiversity found within our urban oasis and embrace the multicultural diversity surrounding it. To that end, we conduct programs in English and Spanish, and launched the innovative Bird Ambassadors program linking Latina mothers to migratory birds, who share similar travel routes throughout the Americas.

Baltimore's Priority Bird Species

Audubon's priority bird species are birds of significant conservation need, for which our actions, over time, can lead to measurable improvements in conservation status. In Patterson Park, five target bird species have been selected which are not only iconic, regular visitors or residents of the park, but are also likely to be positively impacted by actions taken by Baltimore residents. People can play a critical role in restoring these species' populations by fostering bird-friendly habitats in their own communities.

chimney swift
Chaetura pelagica

American woodcock
Scolopax minor

Baltimore oriole
Icterus galbula

black-throated blue warbler
Setophaga caerulescens

wood thrush
Hylocichla mustelina

Patterson Park Audubon Center

Since 2002, Patterson Park Audubon Center (PPAC), Baltimore's only Audubon center, has served as a local leader in nature-based education, urban bird conservation, and community revitalization. We lead hands-on activities that connect the community with nature in an urban setting, collaborate with local partners, and empower neighbors through action projects to enhance bird habitat in Baltimore. We welcome volunteers to join our team to improve communities for birds and people!

Audubon is lucky to have beautiful Patterson Park as an outdoor "classroom," and our bilingual education team is dedicated to helping migratory birds that rely on this urban oasis as a place to rest and refuel during their long journeys.

PPAC offers science-based programs to schools and hosts volunteer opportunities for community, corporate, and student groups. Individual volunteers assist on Audubon-led, educational adventures and improve and expand our bird-friendly community gardens in Patterson Park and beyond. PPAC welcomes Baltimore to activities for all ages: nature-themed classes about the park's plants and animals, bird habitat stewardship, and wildlife gardening workshops to create a bird-friendly garden at home, work, and more.

Our Mission

To conserve and restore natural ecosystems focusing on birds, other wildlife, and their habitats for the benefit of Baltimore communities and the earth's biological diversity.

Our Vision

To develop Baltimore as an urban oasis for migratory birds by fostering and engaging a bird-friendly community that enhances habitat and reduces threats to priority bird species of the Atlantic Flyway.

Our Goals

- ✓ Maximize Patterson Park and its surrounding neighborhoods' ability to function as an urban oasis of the Atlantic Flyway.
- ✓ Inspire and motivate people across ethnic, cultural, generational, and socio-economic backgrounds to take conservation action.
- ✓ Create an environmentally literate community through hands-on exploration, curriculum-based education, and scientific study.
- ✓ Secure financial sustainability for the Center.
- ✓ Demonstrate Audubon's long-term commitment to the health of Baltimore's environment.

A History of Patterson Park

Patterson Park is one of the oldest and largest parks in Baltimore City, spanning 300 years of the city's spirited history. The first known resident of what is now Patterson Park was Quinton Parker in 1669. At that time, it was possible to navigate a small boat up Harris Creek from the Patapsco River right into Patterson Park. William Patterson purchased the 200 acre estate in 1792 for $8,500.

On Hampstead Hill, the ridge where the famous Pagoda observatory now stands, Baltimoreans rallied on September 12, 1814 to protect the city from British invasion. As the British troops marched on to Baltimore and looked up to Hampstead Hill, they saw Rodger's Bastion – including 100 cannons and 20,000 troops. This sight led the British to return to their ships and leave the Port of Baltimore.

Since then, Patterson Park served as a military hospital and strategic lookout during the Civil War, and finally a public park for the use of Baltimore citizens. In 1905, Baltimore enlisted the help of John Charles Olmsted and Frederick Law Olmsted Jr., who created plans for a recreational design of the park including public pools, sports fields, and playgrounds which would serve the growing urban population. They envisioned a romantic landscape with curved paths that move through pastoral settings of trees, fountains, pavilions, a mansion, and two lakes.

Today, 155-acre Patterson Park, Baltimore's "best backyard", is Baltimore's most intensively used large park, surrounded by multicultural neighborhoods, and utilized daily for jogging, biking, fishing, gardening, swimming, ice-skating, dog-walking, playing sports, festivals, concerts, and of course, bird watching! Harris Creek still exists, now underground, flowing into and out of the Boat Lake, and through the storm drains into the Baltimore Harbor.

Over 200 bird species have been documented by Audubon in this urban oasis, and over 40 species are park residents! Bird walk regulars have witnessed red-tailed hawks, Caspian terns, yellow warblers, American redstarts, wood ducks, American bitterns, and Baltimore orioles, to name a few.

Through the efforts of Audubon, along with our partners and neighbors, the physical landscape and programmatic opportunities to be found within Patterson Park are constantly being updated. In 2015, Audubon took a leadership role in updating the Patterson Park Master Plan which created a vision that incorporates both the needs of Baltimore's residents and the wildlife with which we share this beautiful, historic park.

PPAC Volunteers

A vital part of our team, volunteers help us accomplish the mission and goals of Patterson Park Audubon Center and National Audubon Society. Your time, talent, knowledge, and skills enhance our program delivery. No matter your age, ability, or time commitment, your efforts will increase PPAC's efficiency and help meet the needs of birds and our community. PPAC provides a variety of opportunities that involve volunteers in meaningful service to promote urban conservation, enhance the public image of Audubon, and provide an environment for a volunteer to maximize his or her skills and interests.

Opportunities include:

Urban Education

Share your love of nature with children and their families! Urban Educators assist Audubon instructors with in-class and outdoor field trips for elementary, middle, and high school students, as well as public programs for children ages two through adult, in English and Spanish.

Position	Description	Main Tasks	Time of Day	Time of Year
Elementary School Program	Pre-K through 5th grade students visit Patterson Park in spring and fall for hands-on nature exploration. These lessons are bridged by a winter classroom visit by an Audubon instructor.	Help instructor distribute materials, engage chaperones, focus students, lead small groups, take pictures, set-up/break-down, complete data sheets.	Between 8:30 AM and 2:00 PM on weekdays	September through May
Elementary After-School Program	3rd through 5th grade students play games and conduct citizen science projects focused on birds and the Chesapeake Bay.	Help instructor organize students and materials, implement activities. We prefer one volunteer commit to 10-week program.	Between 2:00 and 5:00 PM on Mondays	September through early December, March through early June
Middle School After-School Program	Green Leaders spread the word about climate change and its effects on birds and Baltimore.	Help instructor organize students and materials, implement activities. Film & editing skills a plus!	Between 2:00 and 5:30 PM, once weekly/school	October through early June
High School Watershed Program	Audubon Watershed Experience combines classroom lesson, field trip to North Point State Park, and Chesapeake Bay stewardship in the city. Partner schools are located citywide.	Help instructor transport materials to classrooms, chaperone small groups during field trips and stewardship activities.	Between 8:00 AM and 3:00 PM on weekdays	Spring and Fall
Summer Urban Naturalists (SUN) Camp	Audubon partners with existing summer camps for nature exploration in Patterson Park	Help counselors distribute materials, take pictures, set up-break down	Varies daily, Between 8:00 AM and 3:00 PM	Summer

Position	Description	Main Tasks	Time of Day	Time of Year
Bird Ambassadors/ *Embajadores de Aves*	Bird conservation and stewardship activities with Spanish-speaking mothers, a program built on the shared migratory pathways of birds and people.	Help Spanish-speaking instructor transport and distribute materials, organize participants, implement activities.	Between 8:00 AM and 11:00 AM on weekdays	Year-round
Tiny Tots/ *Amigos Pequeñitos*	Outdoor exploration including games and a craft for children ages 2-5 and their favorite grown-ups, in English or Spanish.	Help instructor sign-in participants, collect donations and contact information, distribute materials, engage family members, set-up/break-down, complete data sheets.	Mornings or afternoons on weekdays	Year-round
Viajeros Verdes	Outdoor exploration for children ages 6-10 and their favorite grown-up, in Spanish.	Help instructor sign-in participants, collect donations and contact information, distribute materials, engage family members, set-up/break-down, take pictures	Saturdays	Year-round

Bird Watching

Over 200 bird species have been documented in Patterson Park!

Position	Description	Main Tasks	Time of Day	Time of Year
Community Bird Walks	Monthly bird walks for all ages are led by a local expert.	Sign in participants and collect contact information, distribute binoculars, speak knowledgeably to promote PPAC programs and mission, help participants use binoculars and find birds	Between 8:00 and 9:30 AM on Fridays and Saturdays	Year-round

Bird Explorers	Middle and high school students earn service hours as community scientists on this seasonal walk, guided by an expert teen.	Sign in participants and collect contact information, distribute materials, speak knowledgeably about PPAC programs and mission.	Between 8:00 and 12:00 PM on Saturdays or Baltimore City no school days	Seasonally
Bird Monitoring	Individually or with a group, you can monitor bird species abundance and diversity in Patterson Park, adding observations to eBird and our growing bird list.	Identify and count bird species in Patterson Park, add checklists to ebird.org.	Any time	Year-round

Habitat Restoration & Stewardship

Audubon's native gardens in Patterson Park provide food and shelter for birds, beneficial insects, and more. These gardens are entirely volunteer-maintained.

Position	Description	Main Tasks	Time of Day	Time of Year
Habitat Team	Join our monthly team in the eradication of non-native, invasive plant species and the restoration of native plants, or schedule a time to bring an organized group. We welcome corporate, community, and school groups.	Sign in participants, gather tools, help identify plants, mulch, pull weeds, plant natives.	Saturday mornings or other times confirmed with Education Manager	March through November
Ongoing Plant & Wildlife Monitoring	Help Audubon identify species, collect information, and maintain records on the park's biodiversity.	Species identification (plants, birds, insects, etc.), record keeping.	Any time	Year-round
Community Habitat Patches	Plant, weed, or mulch Audubon gardens in shared spaces in other parts of Southeast Baltimore.	Plant native plants, weed invasive species, mulch, effectively communicate PPAC plans and mission.	Any time	March through November

"I love that PPAC is located right in the community, right next to the park that it serves."
- PPAC volunteer

Administration

Assist in year-round behind-the-scenes operations needed to keep PPAC programs running. Tasks may include record keeping, updating spreadsheets and databases, preparing mailings, and much more. Audubon instructors may also need help preparing crafts or other lesson materials. Our office is generally open Monday through Friday from 9:00 AM until 5:00 PM.

Community Ambassador

Represent PPAC at community events such as festivals, fundraisers, workshops, and special events. Staff an Audubon info table or invite your friends to get to know the wonderful work of PPAC.

Why become a PPAC volunteer?

- ✓ Satisfaction in knowing your valued time and skills are helping to conserve biodiversity, restore Baltimore communities, and enrich students' science education.
- ✓ Opportunities to expand your knowledge, practice your skills, and gain experience that can be added to your résumé.
- ✓ Partnerships and networking with community organizations.
- ✓ Hands-on experience with Audubon experts.
- ✓ Belonging to the Audubon Team, working within the Atlantic Flyway to deliver conservation impact in a way that is meaningful to Baltimore communities.
- ✓ Respect as a colleague, plus regular acknowledgement for a job well done including annual recognition get-togethers.
- ✓ Opportunities for friendship and social events.
- ✓ Opportunities for training, workshops, and field trips at little or no cost.
- ✓ Opportunities for active, outdoor fun in Patterson Park, North Point State Park, and Baltimore communities.
- ✓ Contributing to ongoing program refinement; volunteer feedback welcomed!
- ✓ Knowing you have our eternal gratitude!

Volunteers can expect from PPAC:

- ✓ Orientation, training, and supervision.
- ✓ A safe and harassment-free workplace.
- ✓ Courteous cooperation and mutual respect from all staff members and fellow volunteers.
- ✓ The ability to refuse any task that makes you uncomfortable.
- ✓ Service recognition.
- ✓ Positive, constructive feedback from staff.
- ✓ Growth opportunities.
- ✓ Openness to your feedback and ideas to further the Audubon mission.

PPAC expects from our volunteers:

- ✓ Professionalism
  - To wear your Audubon name tag and shirt when interfacing with program groups, and to represent Audubon in a professional, courteous, and enthusiastic manner.
- ✓ Punctuality
  - To be prompt, reliable, and make arrangements when a schedule conflict arises.
- ✓ Responsibility
  - To make sure your hours are accurately recorded, rules and policies are known and complied with, and concerns are voiced.
- ✓ Confidentiality
  - To hold confidential any personal information about adult and student program participants, fellow volunteers, and paid staff.
- ✓ Enthusiasm
  - To have fun and enjoy the wonderful urban oasis we share with so much wildlife!

Volunteer Policies & Procedures

Audubon's volunteers are an essential element to the success of our mission. Volunteers supplement our workforce, extend our reach into the community, and provide us with knowledge, experience, and financial support. Audubon fully supports volunteers and their valuable contributions across the organization to benefit bird conservation efforts.

Required Forms

All adult volunteers are required to complete and submit PPAC's Volunteer Application. School-aged students are required to complete and submit PPAC's School Project Volunteer Application. Applications may be scanned and emailed to the Education Manager, or mailed to our office. This application will supply PPAC with valuable information for your safety in the case of an emergency, release PPAC from liability and use of your image, and allow us to help you find the most rewarding opportunities that fit both your interests and availability. This information will be kept confidential. Adults working with students and children will also need to submit their signed consent to conduct a criminal background check through National Audubon Society at no cost to the volunteer. Volunteers wishing to work with children will also need to complete Youth Protection Training.

Please contact the Education Manager for any of these forms and for information regarding trainings.

Discrimination & Harassment-Free Workplace

Audubon is committed to providing a workplace that is free of discrimination and harassment based on race, color, creed, religion, sex, pregnancy, national origin, ancestry, citizenship status, age, disability, sexual orientation, marital, or military service status, genetic information, or any other status protected by applicable local, state or federal laws ("protected status"). This policy governs all conduct in the workplace, on our computer systems and network, and at all work related events, including Audubon-related functions or trips. Employees who violate this policy are subject to discipline up to and including immediate termination of employment.

We strictly prohibit and will not tolerate harassment including but not limited to sexual harassment. Employees are prohibited from harassing other employees whether or not the conduct occurs on Audubon's premises or during working hours.

If you experience, observe, or become aware of any conduct you believe may be harassment, or any conduct that violates this policy, you should immediately report the possible violation to your supervisor. If you do not feel comfortable reporting the possible violation to your supervisor, you may report the possible violation to that person's supervisor.

Political Involvement

As a tax-exempt 501(c)(3) organization, Audubon is precluded from supporting or opposing candidates for public office. This means that neither Audubon nor any employee acting on our behalf may endorse a political party or candidate, or make contributions to a party, candidate, or

political action committee (PAC), including any in-kind contribution or other related expenditure. Therefore, the following rules apply to all Audubon employees:

- You must not, in your role as an Audubon employee, support or oppose a candidate for any local, state, or federal public office.
- You must not use any Audubon resources, including phones, e-mail, stationary, network resources to support or oppose a candidate for any local, state, or federal public office.
- You must not spend Audubon money or its equivalent in support or opposition to a candidate for any local, state, or federal public office.
- You must not connect your position with Audubon with any personal support or opposition to a candidate for any local, state, or federal public office.

Audubon Ownership of Work Product

Audubon is the sole and exclusive owner of any work product prepared by an employee within the scope of the employee's regular employment duties. Such work product would include but is not limited to any trade names, trademarks, books, photographs, slides, maps, signs, brochures, databases, drawings, reports, letters, digital applications or website design. An employee whose work product contains patentable components will be required to execute all documents necessary to assign any ownership interest in the work product to Audubon.

Safe Workplace

Audubon is committed to adhering to all local and federal safety regulations, including the Occupational Safety and Health Act (OSHA), and strives to provide a safe and healthful work environment. If you observe any possible or actual unsafe condition, you must immediately notify your supervisor. You must perform your duties in a safe manner, following all instructions regarding the operation of equipment and methods or procedures for work performance. Additionally, you must use available safety equipment, which is provided for your protection. You must immediately notify the Education Manager if you are injured or become ill on the job, no matter how minor an on-the-job injury may appear. If your supervisor is unavailable, you must immediately notify the Center Director and submit a First Report of Illness or Injury Form.

Smoke-Free Workplace

Consistent with state and/or local law, and Audubon's commitment to provide a healthy work environment, smoking is prohibited throughout Audubon premises at all times, including private offices, except for specifically designated outdoor areas. This policy applies equally to all employees, volunteers, and visitors, with no exceptions. Smoking is also prohibited in all company vehicles. For purposes of this policy, the prohibition against smoking includes but is not limited to cigarettes, cigars, pipes, e-cigarettes and nicotine vaporizers.

Drug & Alcohol-Free Workplace

Audubon has a vital interest in maintaining a safe, healthful, and productive environment. Audubon is committed to maintaining an alcohol- and drug-free workplace. Alcohol and illegal drug use pose a serious threat to workplace safety, health, and productivity. Employees who use illegal drugs or

abuse alcohol or prescription drugs present a danger to themselves, other employees, visitors, and to our property. If you violate this policy, you will be subject to discipline, up to and including immediate termination of employment.

You must report to work in a mental and physical condition that is free from the influence or effects of alcohol and/or drugs, and you are expected to conduct yourself in a way that is consistent with Audubon's standards.

Violence-Free Workplace

Audubon expressly prohibits employees from making threats, using threatening language, or any other act of aggression or violence toward or by any Audubon employee or volunteer. If you observe or subjected to violence or any other conduct in the workplace prohibited by this policy, or if you feel unsafe due to the conduct of an employee or another individual, you should immediately notify a member of management with whom you feel comfortable.

Youth Protection Policy

Audubon accomplishes its mission to conserve and restore natural ecosystems in part through educational programs for *youth*. Because these educational programs cannot succeed unless there is a safe environment for the participants, Audubon is committed to protecting all youth who participate in our programs. Therefore, all Audubon employees and volunteers (a) are prohibited from engaging in any prohibited activities and (b) must comply with the reporting procedures described in this policy. *Youth service providers* and *youth service supervisors* must comply with additional requirements set forth below.

Note that this policy contains multiple specifically defined terms, which are shown in *italics*. Please see the Definitions section at the end of this policy for definitions of these terms.

Audubon strictly prohibits and will not tolerate any (a) *sexual misconduct* between any Audubon employee, independent contractor, or volunteer and a *minor* served by Audubon, or (b) *child abuse* by any Audubon employee, independent contractor, or volunteer or a *minor* served by Audubon.

All Audubon employees and volunteers must comply with the reporting procedures described in the table below. If you have any doubt regarding your reporting obligations, you should immediately consult with the Center Director.

Incident	Required Procedures
Child Abuse or Neglect	**Internal Reporting** If you reasonably suspect that an incident of *child abuse or neglect* has occurred, you must immediately report the incident to your supervisor, or to the VP of HR by calling (844)866-8857. Callers will be connected to a dedicated voicemail system that will automatically alert the VP of HR and his/her designees. **Reporting to Legal Authorities**

	If you reasonably suspect that an incident of *child abuse or neglect* has occurred, you must immediately report the incident to legal authorities. Whenever possible, you should seek assistance in reporting from the VP of HR to ensure that the report is complete, that it is given to the appropriate government official, that it is properly documented, and that it complies with the relevant statutes.
Sexual Misconduct	If you reasonably suspect that an incident of *sexual misconduct* has occurred, you must immediately report the incident to your supervisor, or to the VP of HR by calling (844)866-8857. An incident of *sexual misconduct* need not be reported to legal authorities *unless* it constitutes *child abuse or neglect*.
Youth Peer Sexual Conduct	If you reasonably suspect that a *minor* has engaged in *youth peer sexual conduct*, you must promptly direct him/her to stop and the incident must be reported as follows: **Internal Reporting** The supervisor in charge of the program where the *youth peer sexual conduct* incident occurred must promptly report the incident to the VP of HR by calling (844)866-8857. **External Reporting** The supervisor also must promptly report the incident to the *minor*'s parent, guardian, or group sponsor. An incident of *youth peer sexual conduct* **need not be reported to legal authorities** *unless* it constitutes *child abuse or neglect*. **Discretionary Actions** You may, if you deem it appropriate, arrange for the *minor* who engaged in *youth peer sexual conduct* to be returned to his/her home, hosts, or sponsors. You also may bar that *minor* from participation in future Audubon programs.
Policy Violation	If you reasonably suspect that any violation of this policy has occurred (for example, a failure to report any of the above types of incidents), you must promptly report the policy violation to the VP of HR by calling (844)866-8857.

You must treat all information regarding both internal and external reports confidentially and may not share such information with anyone else, except as necessary to investigate the report. You must never share a report, or any information related to a report, without the permission of the VP of HR.

Definitions
Child abuse or ***neglect*** includes child sexual abuse or other injury of child by any person; malnutrition or failure to thrive; or inadequate parental provision of food, clothing, shelter or

medical care. It also includes any ***sexual misconduct*** or ***youth peer sexual conduct*** where preceding elements are present.
Sexual misconduct means any sexual conduct (other than ***child abuse*** or ***neglect***) that arises directly or indirectly from the work of Audubon and involves the Audubon employee or volunteer and a minor. It includes inappropriate touching, sexual conduct in the presence of a minor (including, but not limited to, sexual speech or gesture, or viewing pornography), and the desensitizing of any ***minor*** towards advances with the intent to seek a sexual opportunity (or "grooming").
Youth peer sexual conduct means any sexual conduct, speech, gesture, or electronic communication; or the viewing of pornography by a ***minor*** while participating in an Audubon program.
Youth service provider means any individual who directly interacts with youth on a regular basis, including employees and volunteers.
Youth service supervisor means any individual who directly supervises any Audubon employee or volunteer who is a ***youth service provider***.
Youth or ***minor*** means a person who is under 18 years old.