

We want to express my deep gratitude for your decision to volunteer with Crescent Moon Center.

We hope this program helps you grow and inspires your life journey forward.

Warm Regards,  
Karen Kahn Founder, President, Executive  
Director



## **PROGRAM & WORKSHOP LOCATIONS**

Rush Ranch, Suisun, CA

Tabula Rasa Ranch, Sebastopol, CA

City Stables, Oakland, CA

NON-DISCRIMINATION POLICY. Crescent Moon Center does not discriminate nor deny participation in its classes, or the use of its premises based upon, inter alia, race, color, national origin, religion, sex, sexual orientation, age, and disability.



## VOLUNTEER GUIDELINES

1. We recommend volunteers be at least 18 years of age. Younger volunteers shall have the signed consent of their parent or guardian giving permission for their child to participate. No volunteer under the age of 18 should be allowed to participate unless two volunteers are present.
2. All volunteers must read this handbook and complete the forms in the New Volunteer Packet, including the Volunteer application form, volunteer agreement, liability release, and information in the event emergency medical treatment is required.
3. Following your application, you will receive orientation to explain the safety and procedural rules of the program.
4. Name badges for all volunteers are available from the volunteer coordinator. They must be worn at our various locations and events.
5. Wear sturdy closed-toed shoes when working around horses. Rubber boots are acceptable for muddy weather. Comfortable clothes, preferably without "slogans" that might offend, a hat, sunscreen and insect repellent are recommended.

## CRESCENT MOON CENTER'S TEAM



Karen Kahn  
Executive Director & Founder



Clare Dawn  
Development & Integrated  
Marketing Communications

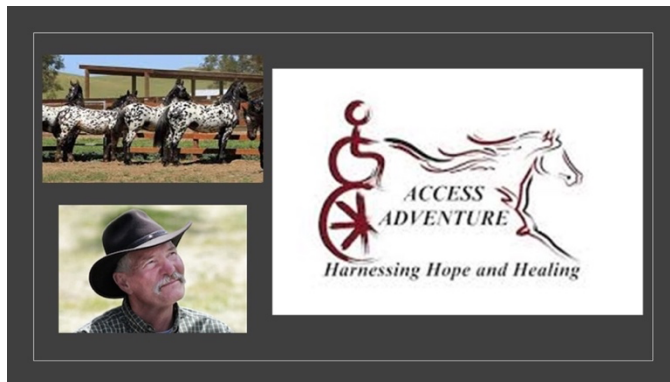


Vickie Tugwell  
Program Manager &  
Facilitator  
Community Engagement  
Coordinator.

For most of the 20th century, the ranch was operated by the Rush family. Unlike other landowners adjacent to the Suisun Marsh, they did not significantly alter the tidal action on their property, helping to conserve the rich wildlife and history. After being purchased by Solano Land Trust in 1988 with a grant from the Coastal Conservancy, Rush Ranch was designated part of the San Francisco Bay National Estuarine Research Reserve in 2003.

The habitat at Rush Ranch is exceptionally rich in vegetation and wildlife, supporting more than 200 species and 47 families of plants as well as 15 species of mammals and 230 species of birds

Serving the people of the Greater San Francisco Bay Area, Access Adventure operates on more than 16,000 acres of preserved open space lands. Solano Land Trust's Rush Ranch is the headquarters for Access Adventure.

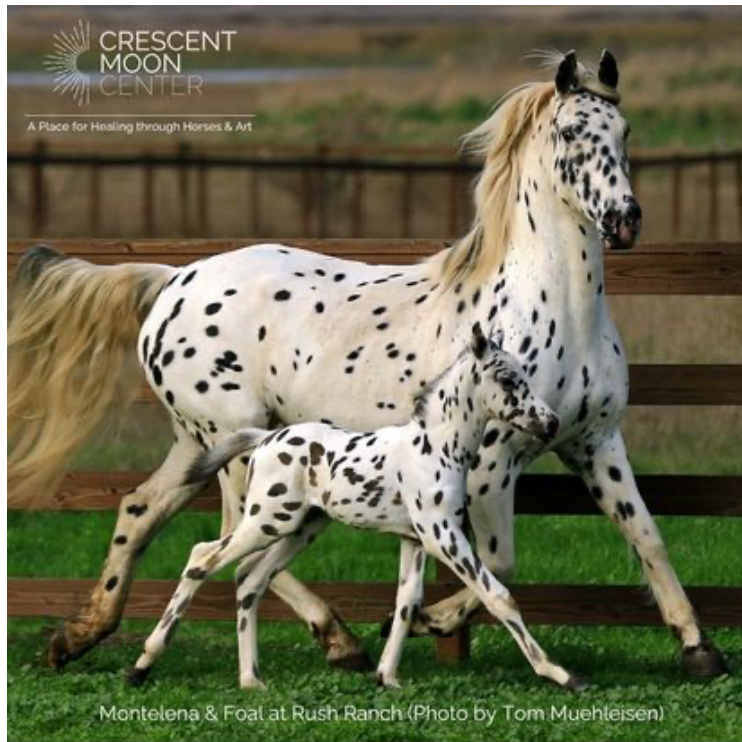


6. Volunteers should do the following:

- Actively share your opinions, comments, and experiences.
- Work cooperatively and be sensitive to the feelings of others.
- Refrain from gossip regarding clients and fellow volunteers.
- Respect the needs of fellow volunteers and clients and always maintain the confidentiality of volunteers, program participants and staff.
- Refrain from discussions of client and volunteer medical conditions, inappropriate topics.
- Arrive on time and give advance notice if you are unable to do so.



- Accept full responsibility for any task you undertake and follow it through to its conclusion,
- Abstain from alcohol, smoking and illicit drug use when participating in any activity.
- Prescription medications are acceptable if they don't affect one's ability and ability to do their duties.
- Smoking is strongly discouraged. It is allowed only on the benches beneath the flag at Rush Ranch.



## Solano Land Trust & Access Adventure at Rush Ranch

Crescent Moon's use of Rush Ranch is provided for by a generous donation from the Solano Land Trust, the owner of the property while Access Adventure allows us the use of its therapeutic companion horses.

### History of Rush Ranch

Rush Ranch is a 2,070-acre open space managed by the Solano Land Trust that offers exciting exploration opportunities. The working ranch features a visitor center, blacksmith shop, historical ranching equipment, hiking trails and plentiful birding opportunities.

Before European settlement in California, Patwin Native Americans summered on this property for thousands of years. The Suisun's, a subtribe of the Patwins, thrived on the tule elk, grizzly bears and waterfowl in the area, fished the Suisun slough, and foraged plants, food, and medicine. It is estimated that there were about 2,300 Patwins living in Solano County in 1800.

## ART GALLERY ORGANIZER

- Work directly with museums and community organizations to coordinate logistics of co-creating pop-up art exhibits
- Outreach to local artists who might be interested in exhibiting their work
- Curating art for the art exhibits with program participants
- Organize an opening night reception for donors, partners, and participants

## ASSISTANT / APPRENTICE FACILITATOR

- Learn about workshop facilitation through assisting facilitators and co-facilitating as an apprentice.
- Learn about program development, workshop design, and implementation by assisting CMC staff.
- Develop your own workshop under the supervision and with the support of CMC staff.



## PRIORITY VOLUNTEER OPPORTUNITIES

- Administrative: file/data management
- Fundraising: support fundraising events/campaigns/networking
- Assistant/Apprentice facilitator: assist facilitators, while learning to become an apprentice co-facilitator.
  - Set up, break down and everything in-between
- Outreach: connect with local organizations and promote at events
- Influencer & Advocate: Build community engagement online & in-person working

### Future:

- Art gallery organizer (online/events)

PLEASE NOTE: Our volunteers and their associates and/or employees are not employed by Crescent Moon Center. Your work as a volunteer with us is unpaid and not covered by worker's compensation.

## SAMPLE TASKS

### ADMINISTRATIVE

- Opens and responds to mail, and regularly checks voicemail
- Organizes computer files and creates systems for record management
- Scans and files documents, digitally and/or in hard copy files
- Add participant/donor data from files into Bloomerang database
- Printing & Mailings
- Provides admin and project management support as needed

### OUTREACH

- Learn about CMC vision, mission, core values, program, and calls to action in order to be able to answer questions.
- Research local community organizations
- Promote CMC
  - Table at events
  - Distribute flyers in local community spaces
  - Coffee shops, libraries, etc.
  - Posting event listings in local newspapers
- Outreach, networking, and relationship building with community members

### EVENTS

- Assist with set up at the start of the day and take down at the end of the day.
- Maintain the cleanliness of the facilities/spaces we are using for our workshops & programs.
- Gather, organize, and replenish supplies including water, art materials, etc. as directed by CMC Staff.
- Assist with parking.
- Help participants during workshops
- Assist with project management for fundraising events / workshops

### INFLUENCERS & ADVOCATE:

- Follow and like CMC posts on social media platforms.
- Help with building engagement and manage Friends of Crescent Moon Facebook group and groups on LinkedIn
- Assist with the production of stories/content for newsletter/social
- Share CMC events in your groups and with your network; invite your friends to events and fundraiser on social media.
- Encourage community engagement both online and at in person events

NOTE : PROMOTIONAL MATERIALS AND COMMENTS MUST BE REVIEWED BY CMC STAFF BEFORE PUBLISHING.