



## Hunter, Bowhunter, & Trapper Education Volunteer Instructor Application

*Montana Fish, Wildlife & Parks strives to recruit the most qualified instructors.  
Our goal is to educate hunters to be safe, legal, ethical, and responsible.  
Volunteering to be an instructor is not a typical volunteer role; it is a commitment  
to Passing on Montana's Hunting Heritage.*

### **Prerequisites:**

1. Must be 18 to apply as an adult instructor
2. Must be 14-17 to apply as a Junior Instructor and parental consent is required
3. Must provide a copy of a hunter or bowhunter education certification card from Montana or another state
4. Must have a valid phone number and email address

### **Application Process:**

1. FWP reviews the original completed application and conducts a criminal history and background investigation.
2. FWP sends the successful applicant a copy of the program's Policy and Procedure Manual and a quiz (both paper and online options available). The quiz has a passing grade of 90 percent.
3. FWP receives the policy quiz back. If the applicant has a passing score, they will be certified. If they do not pass the quiz, it will be returned to them once.
4. The new instructor will receive a welcome email from the program notifying them of their certification and instructor number, and detailing any additional training that must be completed within the instructors first year.
5. The new instructor will also receive a welcome email from a FWP regional information officer (IO) who will provide contact information for other instructors in their area.
6. New instructors will be on probation for one year.

Send completed application to:  
Montana Fish, Wildlife & Parks  
Hunter Education  
PO Box 200701  
Helena, MT 59620



# MONTANA FISH, WILDLIFE & PARKS

Please check the program(s) you are applying for:

- Hunter Education Instructor                       Junior Hunter Education Instructor (14-17 years old)
- Bowhunter Education Instructor                 Junior Bowhunter Education Instructor (14-17 years old)
- Trapper Education Instructor

**Contact Information – Please type or clearly print all information**

First Name	Last Name	Middle Initial	<u>Male / Female</u>
Other names used	<b>Hunter Education Certificate</b>	<b>Bowhunter Education Certificate</b>	
	Number                      State (Attach a copy of your certificate)	Number                      State (Attach a copy of your certificate)	
Mailing Address	City	County	State                      Zip Code
Physical/Shipping Address	City	County	State                      Zip Code
(____) _____ Home Phone	(____) _____ Cell Phone	Valid Email – <b>Required</b>	
Date of Birth: _____ Age: _____ Occupation: _____			
Employer: _____			
May we contact your employer for a reference? Yes ___ No___ Employer Phone: _____			
Name as you want it to appear on correspondence/name tag: _____			
Vest Size (men’s sizes only): S M L XL			
Emergency Contact: _____ Relationship: _____			
Phone 1: _____ Phone 2: _____			
Additional Certifications:			
CPR                      Expiration date: _____                      EMT                      Expiration date: _____			
<input type="checkbox"/> First Aid                      Expiration date: _____ <input type="checkbox"/> AED                      Expiration date: _____			
<input type="checkbox"/> Other (s) _____			





# MONTANA FISH, WILDLIFE & PARKS

**Have you ever had a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for:**

- |   |     |   |
|---|-----|---|
| Any Hunting or fishing violations in any state            | YES | NO  |
| Any misdemeanor offense                                   | YES | NO – includes DUI, DUI per se, Careless, or |
| Reckless driving. Does not include other traffic offenses |     |   |
| Partner Family Member Assault -                           | YES | NO  |

If yes to any, briefly explain including the location of incident (City & State): \_\_\_\_\_

**Have you ever had a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for any felony offense** YES NO If yes, are you permitted to possess firearms? YES NO

If yes, what was the specific charge, include state and county: \_\_\_\_\_

A background check will be conducted as part of an application to provide volunteer services to FWP in compliance with applicable state and federal laws. By signing this agreement, you are giving consent for FWP to conduct a background investigation, as it deems appropriate, to obtain any information pertaining to law enforcement records (including but not limited to, any record of a conviction for criminal or civil offenses). FWP background investigations include, but are not limited to, the following:

- Local & National Criminal background records/information
- 50-State Sex Offender Registries
- Address Trace
- Social Security Number Verification
- Montana Hunting & Fishing Violation Database

If the background investigation reveals any criminal charges, convictions, guilty pleas, bond forfeitures, deferred sentences, or deferred prosecutions, FWP is authorized to deny an application and terminate any relationship at any time. In guiding this process, FWP has adopted the below volunteer screening guidelines. A person shall be disqualified and prohibited from serving as a volunteer, regardless of the amount of time since, if the person has been found to have a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for the offense(s) of:

- All sex offenses
- All felony offenses involving violence

A person may be disqualified and prohibited from serving as a volunteer if the person has been found to have a conviction, guilty plea, bond forfeiture, deferred sentence, or deferred prosecution for the offense(s) of:

- Non-violent felonies- All nonviolent felony offenses within the past 10 years.
- Misdemeanors- All misdemeanor violence offenses within the past 5 years.
- Misdemeanor drug or alcohol offenses for:
  - Multiple offenses in the past 10 years.
  - Single offenses in the past 5 years in conjunction with other misdemeanor and/or felony convictions during that time.
- Single offense within the past 5 years and the defendant is delinquent in meeting the terms of the sentence. An applicant who has been convicted of not more than one offense may qualify, if he or she has complied with the terms of the sentence. Any other misdemeanor in the past 5 years that would be considered a potential danger to children or is directly related to the functions that volunteers perform.

