



Adult Volunteer Policies and Procedures

Welcome Volunteer!

The 1000 Islands Environmental Center staff is grateful for the contribution of your time and service. Your contributions provide important assistance in the operation of 1000 Islands. Please read through these volunteer policies and procedures before turning in your volunteer application.

Background Check

In order to ensure the safety and security of 1000 Islands and our visitors, all adult volunteers will be subject to a background check. Background checks are conducted directly through the City of Kaukauna Human Resources Department. 1000 Islands Environmental Center receives no information resulting from the check other than an approval or denial.

Liability

The City of Kaukauna represents that it does carry public liability insurance covering the municipal location. The City specifically notes that it has not purchased insurance coverage for the Volunteer or his/her employees. Nothing contained in the Volunteer Application is intended as a waiver of the City to rely upon the immunities or limitations to liability as may be contained within Wisconsin Statutes 893.80, 895.52, 895.525 or other applicable law.

Attendance

Once a volunteer has chosen a volunteer schedule, it is expected that s/he will be available at the agreed upon time. If you must miss a volunteer session, please notify a staff member as soon as possible.

Volunteer Log

It is important for volunteers to sign in and out each time they report for work. Accurate and up-to-date records are important. This information is used for volunteer recognition, budget purposes and program promotion. Volunteer hours accumulated in any required training will be included in your service hours.

Behavioral and Work Rules

Below are specific volunteer behavioral and work rules, listing inappropriate conduct which cannot be tolerated at 1000 Islands Environmental Center. Volunteers violating these rules will be requested to leave the Nature Center and their status as "volunteer" will be terminated:

- Refusal to perform assigned volunteer duty
- Stealing, destruction of, or defacing 1000 Islands property
- Continued failure to report for volunteer duty after accepting assignment(s)
- Verbal threatening, using abusive language, or inflicting bodily injury to another employee, volunteer, or the public



- Willful or reckless negligence which can result in a safety hazard
- Reporting for work under the influence of intoxicants and/or drugs, using intoxicants and/or drugs on 1000 Islands property
- No smoking or vaping is allowed on the 1000 Islands property
- Sexual harassment is prohibited. Such conduct includes:
 - Unwelcome sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature
 - Unsolicited and repeated sexually derogatory names, statements, or gestures
 - Any attempt to penalize or punish a person for rejecting the actions described above
 - Engaging in actions described above for the purpose of having the effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment
- No one shall be discriminated against on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record or conviction record

Volunteers who violate any of the listed rules or who perform in a manner that is not beneficial to the best interest in the operation of the 1000 Islands will be terminated and their names removed from the volunteer records.





1000 Islands Adult Volunteer Application

Please fill out the application completely and return it to the Director at 1000 Islands Environmental Center

Volunteer Information

Legal Name _____ Nickname _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

Do you possess a valid WI Driver's License? ____Yes ____No

Any changes in the status of your driver's license must be reported to Nature Center staff.

Emergency Contact

Emergency Contact Name _____

Telephone _____ Relationship _____

Areas of Interest *(Please check all that apply)*

Gardening _____ Maintenance _____ Staffing Building _____ Special Events _____

Animal Care _____ Programming _____ Other _____

Availability

Please indicate below which hours you are generally available to volunteer. We will work with you to schedule your hours based on this availability.

Total hours desired per week: _____ -or- per month: _____

Days & Times Available:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____

I hereby acknowledge that I have read the Adult Volunteer Policy and Procedures provided to me with this application. I understand and agree to follow the Policies and Procedures of the 1000 Islands Environmental Center and consent to a background check prior to beginning any volunteer services.

Volunteer Signature

Date

For Staff Use Only

Received _____ Forwarded _____ Approval _____ Notified Applicant _____