

NEW Zoo & Adventure Park: Volunteer Information Sheet – PLEASE PRINT – NO CURSIVE!

Name _____

Address _____

City, State, Zip _____

Cell Phone _____ House Phone _____

Email Address _____

In case of emergency, the Zoo should contact:

Name _____

Relation to volunteer _____

Phone Number(s) _____

NEW ZOO & ADVENTURE PARK

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2405
E-MAIL angela.kawski@browncountywi.gov



ANGELA KAWSKI-KROENING

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

This form must be on file before you begin your volunteer career with the NEW Zoo.

I have read and understand the "Insurance Coverage for Brown County Volunteers" (see next page) handout.

Print Name: _____

Signature: _____ Date: _____

Parent or Guardian Signature if volunteer is under the age of 18:

Date: _____

I have completed the online training sessions and attended a tour & orientation session at the NEW Zoo. I understand the risks involved with volunteering at a zoological facility and will comply with all zoo and volunteer rules to ensure my safety. I understand that violation of any rules or directions given to me may result in loss of all volunteer privileges.

Print Name: _____

Signature: _____ Date: _____

Parent or Guardian Signature if volunteer is under the age of 18:

Date: _____

Insurance Coverage for Brown County Volunteers

Definition of Volunteer:

A volunteer is a person recognized and authorized by Brown County or one of its officials, employees, or agents to perform services for Brown County without receipt of salary or compensation other than reimbursement for mileage expense. An individual may not volunteer for Brown County when the volunteer hours involve the same type of service which the individual is employed to perform for the same agency.

Workers Compensation Insurance/Personal Medical Expenses:

Volunteers are not covered by workers compensation insurance. Similarly, the County does not provide any coverage for medical expenses incurred as a result of an injury sustained by a volunteer.

General Liability Insurance:

The County's general liability insurance policy provides that any expressly authorized volunteer of the County is covered by the policy, subject to its terms, conditions, and exclusions.

If a volunteer's actions cause physical injury or property damage to another and the injured party files a claim against or sues the volunteer, the county or its insurer will defend the volunteer and be responsible for any financial judgment incurred, provided that the volunteer was acting within the scope of his/her responsibilities, gives notice of claim to the County, and cooperates in the defense or litigation. If the injured party sues a County employee in addition to the volunteer, the County will defend its employee and be responsible for any financial judgment incurred.

Auto Liability Insurance:

The County's automobile liability insurance policy provides that anyone is an insured, subject to policy terms, conditions, and exclusions, while using a County owned vehicle with the County's permission. For automobiles owned by a volunteer, the County's automobile liability policy provides that any volunteer expressly authorized by the County is an insured under the policy provisions with respect to the use of an automobile owned by a volunteer to conduct County business. However, such insurance protection is secondary, or excess, over any other insurance available to the volunteer.

The County does not provide protection to the volunteer for damage to their own automobile.

Questions about insurance coverage can be addressed to the Brown County Safety & Risk Coordinator.

STANDARD OPERATING PROCEDURES: YOUTH PROTECTION

It is the policy of the NEW Zoo to provide a safe and caring environment for the children that visit the zoo. The following guidelines have been established for all paid and volunteer staff working with children.

1. Do not show favoritism among children in a group. Treat all equally and show the same level of attention to all in the group.
2. Only touch children in "safe" places. These include the shoulders and the back of head. Never touch a child in a private place; the buttocks, breasts, thighs and groin are unacceptable. Comfort can be given to a child by gently placing your arm on a shoulder and giving a gentle squeeze from the side. Always be conscientious of the child's reaction. Allow the child to pull away if they are uncomfortable.
3. Be careful when administering first aid. If the injury involves the removal of clothing, ALWAYS have another adult present. Do not force a child to remove clothing. If they are uncooperative, notify the parents that the child has been hurt and do what you can to make the child comfortable until the parent arrives.
4. Always stay within the view of the group. Do not isolate yourself with a child.
5. Respect children's privacy when using the bathroom. If they need your assistance in the removal of clothing, (belts, suspenders, etc.) have another adult present. Do not accompany them in the restroom stall.
6. Do not use sexual language or tell sexual jokes in the presence of children.
7. Be sure that adequate adult supervisor is provided. It is the policy of the Education Department of the NEW Zoo to have 1 staff member per 20 children. Groups that visit the Education Department must also provide chaperones in accordance with their organization's policy.
8. If a situation requires the use of discipline, NEVER use physical discipline or force. This could lead to future charges of assault or abuse. Use non-confrontation means such as time out.

Protecting youth is a responsibility of all adults. Some warning signs of abuse may include physical injuries such as burns, bruises, lacerations and abrasions, and fractures. Sexual abuse is more difficult to notice since many signs are more behavioral in nature.

Reporting Procedures for Suspected Abuse of a Child:

Our staff has very limited time with the groups of children that visit the zoo. The first rule is to avoid jumping to conclusions. However, if you encounter a child that you feel may have been abused, either physically, mentally or sexually, it is your responsibility to report it to the Operations Manager immediately. The Operations Manager will consult with the Director and Brown County Human Services on the same day that the report is received and the decision will be made if the local authorities should be contacted.

Reporting Procedures for Inappropriate Behavior of Paid or Volunteer Staff towards a child or children:

1. All reports from a parent or another adult regarding the inappropriate behavior of a paid or volunteer staff member should be reported to the Operations Manager. *If the complaint is against the Operations Manager, the complaint should be reported to the Director.*
2. The Operations Manager will notify the Director and Human Resources.
3. Human Resources will investigate the complaint.
4. The Director will be informed of the results of the initial investigation and the decision will be made if the local authorities will be notified.
5. If the complaint is justified, the paid staff member will be put on unpaid leave pending the outcome of the criminal investigation.
If the complaint is against a volunteer, their status will be inactive until the outcome of the criminal investigation.

The NEW Zoo has zero tolerance for any abusive behavior against children. If the paid or volunteer staff member is found guilty, their employment/volunteer right will be terminated immediately.

If no criminal charges are filed yet it is determined that the paid or volunteer staff member acted inappropriately, further disciplinary action will be issued. This may include suspension, probation, or termination.

Print Name: _____

Signature: _____ Date: _____

Parent or Guardian Signature if volunteer is under the age of 18:

Date:

**HOLD HARMLESS
WAIVER OF LIABILITY, ASSUMPTION OF RISK
AND INDEMNIFICATION OF BROWN COUNTY**

In consideration for being granted permission to participate as a volunteer at the NEW Zoo & Adventure Park, Green Bay, Wisconsin for the time period commencing on _____ (date), until either I, or the County, terminate my services, I, the undersigned, in full recognition and appreciation of any dangers and hazards inherent in the activities to which I, and/or my child, will be exposed as a volunteer for the NEW Zoo & Adventure Park, do hereby voluntarily agree to assume all of the risk and responsibilities surrounding my, and/or my child's participation, and further, I do for myself, my child, heirs, and personal representative(s) hereby agree to defend, hold harmless, indemnify, release and forever discharge Brown County, its affiliates, officers, officials, departments, committees, employees, agents, representatives, successors, assigns and volunteers from and against any and all claims, demands, actions or causes of actions of any sort on account of my, or my child's participation, including but not limited to damage to personal property, personal injury, or death which may result. I further understand that any costs incurred for medical treatment or illness or injury resulting from participation shall be my sole responsibility.

I, the undersigned, agree and intend that this Release, Waiver of Liability, Assumption of Risk and Indemnification Agreement extends to all acts or otherwise and is intended to be as broad and inclusive as is permitted by the laws of the State of Wisconsin in which the activities are being conducted and that if any portion thereof is held to be invalid, it is agreed that the balance, notwithstanding, shall continue in full legal force and effect.

Further, I hereby irrevocably authorize Brown County, its officials, representatives and assigns to have all rights to ownership and use, re-use, publication, republication, copyrights, royalties, etc. of any recording, copy, DVD, CD, drawing, photograph or any reproduction of the NEW Zoo & Adventure Park property, employees and/or animals of any kind, which I make using any device at the NEW Zoo & Adventure Park while serving in a position as a volunteer. I shall not distribute, publish, place on Facebook, the internet, email or in any way display any said recording, copy, DVD, CD, drawing or photograph without written permission from Brown County. I further waive any and all rights to review or approve any uses of the images, any written copy or finished product. I waive any right to royalties or other compensation arising or related to the use of my creation.

**I HAVE READ THIS RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND
INDEMNIFICATION AGREEMENT, AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND
THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND INTEND BY MY
SIGNATURE(S) TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY
TO THE GREATEST EXTENT ALLOWED BY LAW.**

Dated : _____

Signature

Parent/Guardian Signature

Print Name

Print Name

Witness (to be completed at Zoo)

Print Name (completed at Zoo)