



**City of Middleton Public Lands, Recreation, & Forestry
Recreation Division Volunteer Registration Form**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

E-mail address _____ Fax _____

Home Phone _____ Cell Phone _____

I'm interested in volunteering..... (please check your answers)

In the Hubbard Art Center

___ Art Show

In the Clark Street Youth Center

- ___ Gardening
- ___ Cooking/Baking
- ___ General Programming

In Other Ways

- ___ Class project/service learning
- ___ Volunteer support/coordinator
- ___ Recreation Programs
- ___ Park Clean-Up

References

Please indicate at least two references we can contact before you volunteer with the Public Lands, Recreation, & Forestry Division:

Name: _____ Phone Number: _____

Nature of Relationship: _____

Name: _____ Phone Number: _____

Nature of Relationship: _____

Volunteer Release Form

I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration. I shall indemnify and hold harmless the City of Middleton, its boards and officers, agents and employees from and against all claims, demands, and loss of liability of any kind or nature for any possible injury during volunteer service.

Signature of Volunteer

Date

Print Name

Parental Consent

(If a volunteer is under the age of 18)

I, _____ (parent/ guardian) give my permission to _____
(son/daughter) to volunteer with the City of Middleton Public Lands, Recreation, & Forestry.

Signature of parent/guardian

Date

City of Middleton

Public Lands, Recreation, & Forestry Volunteer Program Guidelines:

Definition & Policy Statement:

- A "Public Lands, Recreation, & Forestry Volunteer (PLRFV)", is an individual who provides volunteer services to the City of Middleton, Public Lands, Recreation, & Forestry Department, without express or implied promise of remuneration in return, and who is not entitled to any remuneration for such services.
- PLRFV's are welcome to assist in selected programs of the Public Lands, Recreation, & Forestry Department. Indeed, pursuant to direction from the PRFC & CLC, the Public Lands Manager (PLM), should plan for and solicit volunteers to assist the agency in accomplishing its objectives of improving public parks, trails, facilities, conservancy areas, and protecting the environment. However, PLRFV's should not be used to or displace permanent full time employees and those functions performed by the permanent staff.

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Utilization of Public Lands Volunteers:

- All/all "PLRFV's" must be approved in advance by the "PLM" via a signed volunteer release and indemnification form to ensure that the benefits & risks of activities can be properly assessed. The request to utilize " PLRFV's" should outline the tasks to be performed, the number of volunteers assigned to project, the possible risks to the volunteers, the training required, on site park staff supervisor assigned, and tools & equipment required to perform tasks. In order to maintain uniform records of "PLRFV's" activities for reporting and insurance purposes, the "PLM" should retain on file the names of the organization and/or individual volunteers, the activity performed, the hours performing the task, and the dates worked. Annually in January, the "PLM" shall supply a summary report to the PRFC & CLC, outlining the number of volunteers, the number of volunteer days worked, and the types of tasks completed in the previous year.

Training for Volunteers:

- Prior to project start up, the "PLM" shall inform the "PLRFV" that as a volunteer they will not be paid a salary for their service work, they will not be covered by workers compensation, nor reimbursed for loss or damage to personal property. PRFC or CLC must authorize any/all expenses prior to project start up.

Incident Reports

- If a "PLRFV" is involved in an accident or is injured while volunteering for the Public Lands Division, the on-site supervisor should complete an accident report (Form #AD85), and provide copies of the accident report to the Public Lands Manager and City Administrator.

Recognition of Public Lands Volunteers:

- The "PLM" and staff are encouraged to recognize the efforts of the "PLRFV" using verbal praise and/or sending a personalized letter or certificate thanking the "PLRFV" for their efforts.

**City of Middleton Public Lands, Recreation, & Forestry
Volunteer Release and Indemnification Form**

In consideration of being permitted to participate in the Public Lands Volunteer Program as a Public Lands Volunteer for the City of Middleton, Dane County, Wisconsin, on behalf of myself, my heirs, executors, administrators, and assigns, I hereby release and forever discharge the City of Middleton, its employees, administrators, successors and assigns, of and from any and every claim, demand, action or right of action, of whatever kind of nature, arising from or by the reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any actions whatsoever, while acting within the scope of my participation in the City of Middleton Public Lands, Recreation & Forestry Volunteer Program whether by negligence or otherwise.

I further agree to indemnify the forgoing releases from any loss, liability, damage or cost they may incur at any time due to any acts or omissions on my part during my volunteer service.

I further state that I have carefully read the forgoing release and indemnification agreement and have a complete understanding of the contents therefor and sign this release and indemnification agreement by my own free will.

Signature of Volunteer

Date

Print Name

City of Middleton

Public Lands, Recreation, & Forestry Volunteer Program Guidelines

Risk Management Policy

The City of Middleton, Public Lands, Recreation, & Forestry Department Volunteer Program Policies & Procedures were developed under the guidance of the City Administrator and the City Attorney.

While no organization is totally immune from liability, the actions of volunteers are covered under the City's general liability policy. While waivers are not reliable and may be challenged in court; they do help to establish a mindset on the part of the volunteer that they accept an element of risk.

The best protection is to plan activities carefully, to anticipate safety needs, and to screen volunteers to assure that they can truly handle the work involved. Reasonable efforts should be made to protect volunteers and the public.

The Public Lands Manager reserves the right to authorize or deny volunteers requests related to performance of chainsaw or herbicide application duties. Volunteers authorized to use chain saws are responsible for their own safety. The Public Lands Manager will not allow anyone of whom she is aware to work, who does not use appropriate safety equipment. Volunteers authorized to chainsaw, must provide and maintain their own chain saws. The Public Lands Manager reserves the right to stop any unsafe use of any tool utilized by volunteers.