

## *Kickapoo Valley Reserve - Volunteer Policies*

1. Volunteers understand they are not employees of the State of Wisconsin and not eligible for any compensation or benefits, including Worker's Compensation.
2. The State of Wisconsin will regard the volunteer as an agent of the State as provided in s. 895.46, Wis. Stats. As an agent of the State, the volunteer will be entitled to all protections provided by s. 895.46, Wis. Stats.
3. A signed Volunteer Agreement is required annually.
4. Volunteers agree to obey and abide by all laws and regulations relating to the safety and such terms and conditions as may be required by the Kickapoo Reserve Management Board for special conditions that may exist on a particular volunteer assignment.
5. Volunteers will not work beyond their scheduled responsibility, unless requested by program coordinator to assist further.
6. Volunteers will participate in a minimum of one scheduled activity day per year to be considered active volunteer. Volunteers agree to work during daylight hours only.
7. Volunteers will ensure there is one adult supervisor present for every 10 juveniles.
8. Volunteers will be provided appropriate training prior to the volunteer activity to ensure safety of all participants. Safety rules will be reviewed before volunteer is allowed to conduct activity in the field.
9. Program coordinator will supply instructions for litter disposal. Volunteer may keep any recyclable materials.
10. Requests for needed supplies or materials should be made to program coordinator well in advance of need. Any unused materials or supplies should be returned to the Kickapoo Valley Reserve Office for safe keeping until needed for another project.
11. Any "lost and found" items must be returned to the Kickapoo Valley Reserve Visitor Center in a prompt manner at the end of the workday.
12. Closed containers or items suspected to be hazardous will not be touched. Removal of such items, along with large or heavy articles, should be reported to the program coordinator by the end of the workday. Any items/situations found by the volunteers that need further attention from the property staff should also be reported to the program coordinator by the end of the workday.
13. Volunteers will log their hours at the end of each volunteer assignment using the Better Impact volunteer portal.
14. Volunteers will park in specified parking areas on the Kickapoo Valley Reserve, if special parking is needed it will need to be arranged in conjunction with the Kickapoo Valley Reserve Staff. Volunteers are required to have a trail pass. No motorized vehicles will be allowed on any trail unless specifically authorized by the Kickapoo Valley Reserve Staff.
15. Volunteers may be publicly recognized. If you do not wish to be recognized please notify the program coordinator. The program coordinator reserves the right to refuse or revise acronyms of group names for recognition purposes.
16. Additional Terms and Conditions: