



# Volunteer Handbook

Updated 2024

## Welcome to Riveredge Nature Center!

Dear Volunteer,

Thank you for choosing to serve as a volunteer at Riveredge Nature Center. We are truly grateful for your commitment and your donation of skills and time.

Volunteers are a vital component to Riveredge's overall mission and history. Active community members perform essential roles by improving the land, buildings, and grounds, assisting in the visitor experience, aiding in educational programs, and in a multitude of other ways. You will find many opportunities here to match your interests and talents. We welcome adults and youth, as well as school and corporate volunteer groups of all sizes, to join us and make a difference.

Riveredge Nature Center will provide you with the training and support needed for a meaningful and successful volunteer experience. This handbook includes important information to ensure a safe and positive experience for all. Please carefully read the handbook and contact me if you have any questions about the handbook or your volunteer role.

We truly appreciate the critical contributions volunteers make at Riveredge! Enjoy your volunteer experience!

In gratitude,

*Hannah Sedgwick*

Special Events and Volunteer Manager

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## Essential Information

### Mission and Vision Statement

Vision: Healthier human and natural communities

Mission: To support conservation through education that awakens curiosity, engages the body, and explores connections to nature for all generations.

### About Us

Riveredge Nature Center is an independent non-profit natural sanctuary situated on 485 acres of restored forests, prairies, wetlands, and Milwaukee River frontage in Saukville, WI. Since 1968, Riveredge Nature Center has grown as a regional leader in conservation, environmental education, and connecting to community through shared time in nature. Thousands of people continue to sustain this mission through membership, volunteer service, donations, and attending our vibrant schedule of programs.

Together we continue to deepen our commitment to accessible environmental education for all people, connecting to nature both within and beyond our 485 acres. These joyful experiences in the outdoors fuel the dedication to stewardship that has defined our work for the last 56 years.

### Contact Information

**Volunteer Contact:** Hannah Sedgwick, Special Events and Volunteer Manager;  
[hsedgwick@riveredge.us](mailto:hsedgwick@riveredge.us), 262-375-2715 x154

**Main Phone Number:** 262-375-2715

**Address:** 4458 County Rd Y, Saukville, WI 53080

**Website:** [riveredgenaturecenter.org](http://riveredgenaturecenter.org)

**Hours:** Mon-Fri 8:30am-4:30pm, Sat 9am-4pm (9am-5pm in summer months).  
Trails open dawn to dusk 365 days a year

### Inclement Weather and/or Center Closings:

Visitor Center closure will be posted on the Riveredge website and on our social media platforms. A staff member will reach out via email or a phone call to volunteers scheduled for a program or front desk staff on those days. We respect volunteers' decisions to cancel a volunteer shift due to hazardous weather conditions or illness. Please contact your immediate supervisor or the Volunteer Manager as soon as possible if you need to cancel.

## Volunteer Application and Training Process

*Please contact the Volunteer Manager with questions, concerns, or feedback. Our goal is to keep you informed, find a volunteer opportunity that fulfills you, and supports your efforts.*

**Volunteer Manager:** Hannah Sedgwick, [hsedgwick@riveredge.us](mailto:hsedgwick@riveredge.us), 262-375-2715 x 154

### Application

1. Complete a volunteer application on Riveredge's website:
  - a. Volunteer Application:  
<https://www.riveredgenaturecenter.org/volunteer-application/>
  - b. Riveredge Nature Journeys Summer Camp Volunteer:  
<https://docs.google.com/forms/d/e/1FAIpQLSeS1S6fhzimchuj2ZCo5n7fHNce8wy4Q6zkRTbSQd9iYHNyDQ/viewform>

### Onboarding

2. The Volunteer Manager will contact you via email with additional information, and ask you to schedule an onboarding phone call
3. Participate in onboarding phone call
4. Decide on a volunteer position, or on one you'd like to observe to see if it is a good fit
5. After an onboarding phone call, the Volunteer Manager will run a background check. Once that has been completed, you will schedule your first volunteer shift
6. Participate in position specific volunteer training from relevant staff member(s)

### Additional Information

- Volunteer commitment levels and age requirements depend on the volunteer role and will be communicated to you.
- One time event volunteers do not require a background check
- New volunteers will observe a volunteer mentor or a staff member before scheduling their own volunteer shifts

## Volunteer Definition and Benefits

### Definition of a Volunteer

A volunteer is anyone who without compensation or expectation of compensation, performs a task at the direction of and on behalf of Riveredge. A volunteer must be officially accepted and enrolled prior to volunteering. Volunteers are not considered employees.

Volunteer service is at the sole discretion of Riveredge. Volunteers agree that Riveredge Nature Center may decide to end the volunteer's relationship with Riveredge. The volunteer may decide to end their relationship with Riveredge. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteers who do not adhere to the expectations, policies, and procedures of Riveredge, or who fail to satisfactorily perform their volunteer assignment, may be subject to discontinuation of their volunteer service. No volunteer will be discharged until he or she has had an opportunity to discuss the reasons for possible release with supervisory staff

### Volunteer Benefits

In addition to contributing to a mission you believe in, there are other benefits to volunteering at Riveredge!

- Join a community of volunteers with a passion for nature and conservation
- After 20 hours of volunteering annually, you will receive a year long Riveredge Family Membership for free
- Receive volunteer service hours
- Flexible scheduling
- Monthly Volunteer appreciation events
- Opportunities to learn skills in land management and environmental education from our trained staff
- Studies show that time outdoors greatly improves mental, physical, and emotional health

### Volunteer Recognition

The contributions that volunteers make to help Riveredge Nature Center achieve its mission are recognized in the following ways.

- **Annual Lunch On Us** - Riveredge provides a lunch for all volunteers to attend as a thank you for all the hard work they do at Riveredge

- **Free Family Membership** - After completing 20 hours of volunteer annually volunteers are given a free one year Family Membership to Riveredge
- **Monthly Volunteer Recognition**- each month Riveredge hosts an opportunity for volunteers to socialize, explore, and build community at Riveredge. Events include crafting, hiking, playing games, potlucks, and more!

## Types of Volunteers

- **Temporary Volunteer** - a volunteer who assists with special events/programs for a short period of time. Service hours and length will vary. Often short-term volunteers assist for 20 hours or less for a school project or community service. This would also include an individual, club, troop, or group as a part of an assignment or program needed to complete volunteer service through a one-day project.
- **Active Volunteer** - a volunteer who helps on a regular scheduled basis, and may provide services for many months or years. These volunteers must complete a background check.
- **Youth Volunteer** - a volunteer who is under the age of 18. A signed parental consent form is required for a youth volunteer to participate. A parent or guardian may sign the youth volunteer form. Minimum age requirements are 15 if not accompanied by an adult. Volunteers as young as 10 may join specified volunteer opportunities where appropriate if accompanied by an adult. (This is up to the discretion of the Volunteer Manager based on the specific requirements of a volunteer opportunity.)
- **Group Volunteers** - group volunteers are members of organizations such as schools, churches, youth groups, or businesses. These groups usually conduct specific community service projects that enhance Riveredge's facilities and events.
- **Specialized Volunteer** - Riveredge has many specialized opportunities. Those that have specific backgrounds may be matched with special projects that require special skills. For example, carpentry, database management, bird banding, etc.

## Ineligible Volunteers

Volunteers convicted of a violent, abusive, aggressive crime or theft may be ineligible to volunteer at Riveredge Nature Center.

## Riveredge Volunteer Opportunities

*Please note that volunteer opportunities may not be available at all times and that volunteer opportunities may change as volunteer needs change. Commitment levels and age requirements vary by position. Training will be provided by staff members or volunteer mentors.*

### Education

**Homeschool Assistant** - Volunteer will assist a staff educator during the class. Assistants are not expected to teach or lead the program, but to help with student needs and materials used during activities. Classes are 3 hours every other week on Mondays or Fridays. Volunteers are asked to sign up for at least one season, which consists of 5 classes, and are welcomed to assist for the entire school year of all three seasons, with breaks in between. Assistants must be at least 14 years old, with a signed parent or guardian letter if under 18 years.

**Field Trip Educator** - Volunteer will first shadow and train for any programs of interest. These can include, but are not limited to: Looking at Life, Communities and Ecosystems, Garden Explorations, Sensitizing, and many more based on the season. Once they are comfortable with the material, they will lead school groups of about 10-14 students on their own for that designated program, usually including a teacher or parent chaperone. Programs typically run anywhere between 90 minutes and 3 hours, with both morning and afternoon options available. We ask that volunteers lead at least three programs each season if available (Fall, Winter, and Spring). Volunteer Educator Leads must be at least 18 years old.

**Weekend Naturalist** - Volunteer would train and, based on comfort levels, guide weekend programs for groups such as birthday parties, scouts, or family events. Programs vary by event and group, but typically run 1.5-2 hours long. Volunteers must be at least 18 years old to lead programs on their own.

**Trails Aglow Assistant** - Enjoy getting outside in the winter months? Interested in hiking by candlelight? We have just the opportunity for you! Trails Aglow Volunteers will help with setting up luminaries on the trails, running the front desk, hiking the trails, and facilitating fun community experiences. Fridays January to February 4:00-8pm. Volunteers must be 18 years old to help independently. Particular event opportunities can allow for volunteers as young as 15 years old, with a signed waiver from a parent or guardian.

**Community Outreach Volunteer** - Volunteers staff tables at outreach events at local partnering organizations and events. Use your experience as a Riveredge volunteer or member to encourage others to check out various programs at Riveredge including



volunteering, Community Rivers Project, and general Riveredge information. Tabling is on a by-request basis. Volunteers must be at least 18 years of age. Some exceptions may be made for volunteers between the ages of 15-18.

## Research and Conservation

**Habitat Healers** - Our Habitat Healers crew powers many important restoration projects at Riveredge. From removing invasive species to collecting prairie seeds, there's always work to be done to help retain and improve the quality of Riveredge's varied habitats. Habitat Healers is one of Riveredge's longest-running, impactful volunteer efforts. The group has been meeting regularly since the 1990's! Wednesdays from 9am-12pm. If there is enough interest in a different day or time, we are open to potentially adding restoration days to accommodate alternative availability. Volunteers must be at least 16 years old, with a signed parent or guardian letter if under 18.

**Lake Sturgeon Rehabilitation Team** - After disappearing due to pollution, habitat loss, and overfishing, volunteers have the opportunity to join our efforts in returning the native Lake Sturgeon back to the Milwaukee River's Great Lakes ecosystem. Each year 1,000-1,500 sturgeon are raised in a streamside rearing facility that circulates water from the Milwaukee River through the tanks, so they may imprint on it as they grow. Volunteers are essential to the project to maximize the sturgeons' chance of survival. Tasks include tracking the number of fish, providing feedings, performing water quality tests, and monitoring the daily operations of the facility. Once the fish hatch in early May, volunteers are asked to come in at 9:00am for about two hours once a week, working in groups of two to three people, until they are released at the end of September. Individuals must be at least 18 years old.

**Water Quality Monitor** - A partnership between Riveredge and Milwaukee Riverkeeper will train volunteers in this program and loan them the equipment they need to monitor a designated area within the Milwaukee River Watershed. Volunteers do a habitat assessment and collect data on the stream flow, water temperature, clarity, and dissolved oxygen levels of the water in their stretch of the river. Data that is collected is primarily used for educational purposes. Essentially, volunteer monitors commit to monitoring a stream near them once a month, on roughly the same day and time each month. Monitoring tends to be more enjoyable and easier if you have a partner, so encourage a friend to sign up as well. The qualifications to participate in WAV are not restrictive but are important. No science background is necessary, but volunteers must be dedicated, meticulous, and physically able to walk in and along the river to access monitoring sites. Additionally, volunteers are responsible to collect data on a monthly basis throughout the spring and summer and report the data to an online database.

Volunteers need to be at least 10 years old, with a signed parent or guardian letter if under 18 years. Volunteers under 16 must be accompanied by an adult.

**Citizen Scientist** - Citizen science is defined as scientific research conducted with participation from the public (who are sometimes referred to as amateur/nonprofessional scientists). Citizen Science opportunities include species inventories like butterfly, dragonfly, and bird counts, frog and toad surveys, and other science-oriented projects. Time commitment varies from once a month, to once a year, to once a week depending on which team(s) the volunteer is interested in joining. Volunteers need to be 15 years old, with a signed parent or guardian letter if under 18 years. Some exceptions are made for volunteers between 10-15 years old depending on opportunity.

## Events

**Special Events Volunteer** - Event opportunities occur year-round at Riveredge, roughly on a monthly basis. They take place on weekends, some on a single day, others for two or three consecutive days. Volunteers are needed for a variety of positions from dishwashing to leading children's craft tables, to assisting visitors with parking, running concessions, and more. Event times vary, but shifts typically run between 3 and 6 hours long. Volunteers are welcome to sign up for multiple consecutive shifts and stay for an entire event. These would include a break in-between to eat, rest, and enjoy the event themselves a bit. Volunteers must be 18 years old to help independently. Particular event opportunities can allow for volunteers as young as 14 years old, with a signed waiver from a parent or guardian.

**Events Outreach Corp** - Help us spread the word about upcoming Riveredge events by posting event flyers at local businesses in Washington, Ozaukee, and Milwaukee counties. Riveredge will supply all printed materials. Volunteers will share posted flyer locations with Riveredge staff. Time commitment varies. Volunteers must be at least 15 years of age with a signed waiver from a parent or guardian if under 18.

## Facilities and Farm

**Front Desk Receptionist** - After being trained, volunteers will be positioned at the Visitor Center's front desk, assisting guests with basic trail fees and information, registering memberships, answering calls, checking out customers from the Nature Store, and helping with simple tasks during down time. Morning (9:00 am – noon) and afternoon (noon – 4:00 pm) shifts are available Monday – Saturday. Volunteers must be at least 18 years old.

**Maintenance Crew** - Volunteers work with the facilities team on both short-term and ongoing building projects and repairs throughout the property. The team meets on Tuesdays, typically around 8:00 am – noon. Must be at least 18 years old.

**Children's Garden** - Volunteers work both independently and alongside staff members on various garden projects such as soil preparation, planting, weeding, and harvesting in the Children's Garden. Children's Garden volunteering takes place between May-September. Days and start times are flexible to the volunteer's availability, so long as they can try to commit a minimum of two hours each visit. Volunteers working independently can be as young as 15 years old, with a signed waiver if under 18. Children under 15 are welcome to volunteer alongside an adult guardian.

**Farm**- Volunteers work both independently and alongside staff members on various projects such as planting, weeding, and harvesting at the Riveredge Farm. Volunteering at the farm takes place between May-September. Days and start times are flexible to the volunteer's availability, so long as they can try to commit a minimum of two hours each visit. Volunteers can be as young as 15 years old, with a signed waiver if under 18.

**Wellspring** - Volunteers work alongside staff members on various projects such as planting and weeding the flowerbeds at the Wellspring Campus. Days are pre-scheduled with staff. These times will be 1-2 hours at a time. Volunteers must be at least 15 years old, with a signed waiver if under 18.

**Maple Sap Hauler** - Volunteers receive a text or phone call when sap needs to be collected, weather dependent, but typically throughout the month of March. As a team, volunteers assist at least one staff member in transferring the sap from trees to the Sugarbush House. This opportunity does involve heavy lifting and walking on uneven terrain. 2-3 hours per collection. Volunteers must be at least 16 years old, with a signed waiver if under 18.

**Critter Care** - Critter Care volunteers will assist in feeding and minimal habitat maintenance for the Visitor Center critters. This includes feeding, documenting, and monitoring the turtle and sturgeon. Volunteering usually takes around 30-45 minutes and volunteers may choose how often they volunteer with the critters. Available Monday-Saturday. Volunteers must be at least 15 years old, with a signed waiver if under 18.

**Eagle Scouts Projects** - Riveredge welcomes Eagle Scout Projects that will enhance visitor's experience. Past scout projects have included building bird boxes, benches, and a bridge over Riveredge Creek. Reach out to the Volunteer Manager to discuss possible projects. All projects are subject to Staff approval.

## Group Volunteer Projects

Riveredge Nature Center is happy to welcome corporate, school, and youth groups to join us for a day of volunteering! Volunteers will join the Conservation, Education, or Maintenance team to complete projects around Riveredge! Projects might include pulling herbaceous invasive species, working on our farm, cutting woody invasives, preparing educational materials, planting native trees, updating our natural play areas, organizing storage areas, and maintaining trails! Group sizes can range from 3-30 people. These opportunities are scheduled on a by-request basis. Most groups choose to join us for 2-4 hours, but we are happy to customize to your needs. Volunteers must be at least 16 years old, with a signed waiver if under 18.

## Camp Volunteers

**Summer Camp Counselor** - Summer camp offers week-long outdoor adventures for preschoolers through high school students. Whether you're a past camper yourself or new to the experience, help create lifelong memories through daily games, activities, stories and hikes. Counselors prepare and take-down daily supplies, sign each camper in and out, supervise the safety of the kids, and lead games, encouraging fun throughout the day. Camps typically run 9am-4pm Monday through Friday. Volunteers are expected to arrive 30 minutes before start time, and help with clean up for about 30 minutes after camp each day. You may sign up for one or several camp weeks; we ask that you are able to attend each day for the week you commit to. Camp counselors must be at least 18 years old. If you are looking to volunteer as an assistant, you must be at least 14 years old with a signed letter from a parent or guardian.

**Winter Camp Counselor** - A condensed, snowy version of summer camp designed for six to twelve year-olds. Winter camp is three consecutive days, just before the new year, typically running from 9am-4pm. Volunteers are expected to attend all three days, arriving 30 minutes before camp begins and staying after for about 30 minutes to help prepare, check in, and clean up. Counselors must be at least 18 years old, volunteer assistants can be as young as 13 years old with signed letters.

**Summer Day Ed-ventures** - Volunteers will assist staff with a variety of programs and activities. If you sign up for several and become comfortable with the property and activities, you may be able to lead your own programs. These are scheduled on a by-request basis, so Summer Day Ed-Ventures can occur once or several times a week. Each program lasts an hour and a half, with additional time for set up and clean up. Summer Day Ed-Venture leads must be at least 18 years old. Summer Day assistants can be as young as 14 years old with a signed letter from a parent or guardian.

## **Volunteer and Riveredge Expectations and Policies**

All volunteers are expected to abide by the following expectations and policies with support and training from Staff Members and Volunteer Mentors. Expectations and policies may change.

### **Riveredge agrees to:**

- Treat volunteers as members of the team and appreciate their contributions
- Respect the skills, needs, and dignity of volunteers
- Provide supervision, information, training and feedback for volunteers
- Consider and respond to all volunteer comments, requests, suggestions, and concerns in a timely manner.

### **Volunteer Expectations**

- Please notify the Volunteer Manager with questions, feedback, to schedule volunteering or observations, with updates to your contact information, if you will take a break, or when you are no longer able to volunteer.
- Follow instructions, procedures, and established practices. Perform duties to the best of your abilities, asking for help when needed.
- Be punctual and adhere to your schedule, and let your supervisor know in advance, or as soon as possible, when you will be absent (if your role is scheduled).
- Wear a nametag every time you volunteer if you are in a public role or work with children (homeschool assistants, field trip educators, weekend educators, event volunteers, front desk receptionists, and tabling volunteers).
- The Volunteer Manager will record volunteer hours, please let the Manager know if you need documentation of your hours
- If problems or concerns arise, please speak first to your supervisor, and then to the Volunteer Manager.
- Report any accidents to a staff person immediately, who will complete an incident report.

### **Volunteer Policies**

#### **Code of Conduct**

It is essential that volunteers act in a way that is ethical, moral, and legal, and consistent with the goals of Riveredge. Volunteers should conduct themselves in a way that is respectful of Riveredge's visitors, other volunteers, and staff members.

If your conduct adversely affects your volunteer performance, or the performance or well-being of other volunteers, staff, or visitors, it may result in disciplinary action, up to and including ending the volunteer's relationship with Riveredge.

### **Discrimination, Harassment, and Violence**

- Riveredge Nature Center is committed to providing an environment that is free of discrimination and harassment based on race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, disability, or sexual orientation. We strictly prohibit discrimination and harassment.
- Respectful and proper language is required. Volunteers, employees, and visitors are prohibited from making threats, using threatening language, or participating in any acts of aggression or violence toward other people or animals.

### **Property and Equipment**

- Misuse or destruction of agency property is prohibited.
- Under no circumstances should a volunteer drive a Riveredge vehicle or operate motorized equipment without the permission and direction of a staff member.

### **Alcohol, Drugs, Smoking, and Guns**

- No alcohol, illegal substances, or non-medicinal drugs shall be consumed immediately preceding duty, on the premises, or while volunteering. Prescribed medications are allowed if they do not impair work performance.
- Smoking is prohibited in all buildings and structures and on Riveredge grounds.
- Riveredge Nature Center prohibits anyone from carrying a weapon; concealed or unconcealed, while volunteering in or on Riveredge buildings or grounds.

### **Confidentiality and Public Statements**

Divulging any confidential information obtained while volunteering is prohibited.

Volunteers shall not make public statements or appearances on behalf of the agency without prior approval of the Executive Director.

### **Social Media Policy**

Social media includes all means of communicating or posting information or content of any sort on the Internet. We expect volunteers to abide by the following rules regarding social media.

- Make sure your postings are consistent with all of the policies and expectations in this handbook.
- Maintain the confidentiality of Riveredge's private or confidential information.
- If you post information on other volunteers, visitors, staff members, or people who work on behalf of Riveredge, make sure you are always honest, appropriate, respectful, fair, and accurate.
- Do not post photos that identify any children in our programs by name, or that show individual children's faces. Ask permission from adults before taking or sharing their photos.
- Express only your personal opinions. Never represent yourself as a spokesperson for Riveredge.

### **Dismissal of a Volunteer**

Volunteers who fail to satisfactorily perform their volunteer assignment are subject to counseling by the Volunteer Manager and may be subject to dismissal. Possible grounds for dismissal may include, but are not limited to the following:

- Unsatisfactory background check
- Being under the influence of alcohol or drugs while volunteering
- Abuse or mistreatment of clients or co-workers
- Gross misconduct or insubordination
- Theft of property or misuse of agency equipment or materials
- Abuse or misuse of agency equipment or materials
- Failure to abide by agency policies and procedures

### **Accident and Injury**

The safety of volunteers is of utmost concern to Riveredge Nature Center. Please follow these guidelines closely to ensure your health and safety during any and all volunteer activities with Riveredge.

- Remember to consider your health and physical condition limitations in terms of activities for which you desire to volunteer. If you volunteer for an activity and then realize it is too strenuous, please do not feel uncomfortable or hesitate to inform your staff supervisor or the Volunteer Manager. The efforts of all

volunteers are appreciated, and we want all volunteers to be comfortable and safe.

- If you have a medical condition which could affect you during your volunteer work, please inform the staff. Allergies to bee stings, diabetes, or seizures can be promptly and safely handled if you advise us about what you need in an emergency.
- Dress appropriately for the activity, especially outdoor activities
- Safety training will be provided to volunteers to enable them to complete their volunteer activities at Riveredge Nature Center. If you do not feel safe doing a particular task, please do not do it, or contact a staff member to provide additional training.

If a volunteer is injured

- The volunteer should report any injuries to the supervising staff or Volunteer Manager on the day the injury occurs. If the supervising staff or Volunteer Manager are unavailable, it must be reported to a staff person on duty at that time
- An Incident Report needs to be completed by the injured volunteer and a staff person on the day the injury occurs

If a volunteer witnesses a visitor injury:

- If emergency help is required, the volunteer should call 911 or instruct a staff to do so immediately
- The volunteer will be asked to assist staff in filling out an accident report

## **Additional Guidelines**

### **Clothing**

When representing Riveredge, you are expected to present a clean, neat, and tasteful appearance, and dress according to the requirements of the position. Comfortable and casual attire is acceptable. Volunteers who work outdoors should dress for the weather and in clothing appropriate to the task and conditions.

### **Food and Beverages**

We recommend that food and beverages are consumed away from your work area whenever possible. Feel free to use the Staff Kitchen for eating, meal preparation, or breaks. Please make your supervisor aware of any health needs that require you to eat at certain intervals. Volunteers are encouraged to bring their own reusable water bottle.



## Volunteer Acknowledgement and Receipt

I have received the handbook, and I understand that it is my responsibility to read and comply with the expectations and policies it contains, and any revisions made to it. I understand that I should consult the Volunteer Manager regarding any questions I have.

I have entered into my volunteering relationship with Riveredge Nature Center voluntarily and acknowledge that there is no specified length of volunteering. I understand that volunteers are not considered employees, and that I will not receive compensation for my volunteer service. I acknowledge that this handbook is neither a contract of employment or a legal document.

I understand that as a volunteer, at any time, Riveredge Nature Center may decide to end my relationship with Riveredge. As a volunteer, you may decide to end your relationship with Riveredge at any time.

Policies and practices may be changed at any time by Riveredge Nature Center.. All changes will be communicated to volunteers. I understand that revised information may supersede, modify, or eliminate existing policies.

**Volunteer Full Name (please print):** \_\_\_\_\_

**Signature (Digital):** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Permission for Teen to Volunteer at Riveredge Nature Center

**Date** \_\_\_\_\_

I give my child, \_\_\_\_\_

permission to volunteer at Riveredge Nature Center. I am aware of all the risks and dangers associated with my child volunteering. I agree that Riveredge Nature Center, their employees, volunteers, and partners shall not be legally or financially responsible for any loss, injury, or damage resulting from any cause including negligence of any party.

I personally assume all risks associated with my child volunteering.

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**Signature of Parent or Guardian**

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**Print name of Parent or Guardian**

## General Release and Waiver of Liability for Volunteers of Riveredge Nature Center

PLEASE READ CAREFULLY. This is a legal document that affects your legal rights.

This General Release and Waiver of Liability (“Release and Waiver”), executed by \_\_\_\_\_ (the “Volunteer”) in favor of Riveredge Nature Center (RNC), a non-profit corporation, its directors, officers, employees and agents. The Volunteer desires to work as a volunteer for Riveredge Nature Center. The Volunteer hereby freely executes this Release and Waiver under the following terms:

**1. Waiver and Release.** The Volunteer releases and forever discharges and holds harmless RNC and its successors and assigns from all liability, claims and demands of whatever nature, either in law or in equity, which may arise from the Volunteer’s participation in activities, including but not limited to Maple Sugaring activities. The same will apply to such activities occurring on all properties where RNC conducts such events. In all cases, the Volunteer releases and forever discharges and holds harmless such landowners, their successors and assigns from all liability, claims and demands of whatever nature, either in law or in equity, which may arise from the Volunteer’s participation in such activities. The Volunteer understands and acknowledges that this Release and Waiver discharges RNC and land owners on whose property such RNC activities occur, from any liability or claim that the Volunteer may have against RNC with respect to any bodily injury, personal injury, illness, death or property damage that may result from the Activities involved in volunteering for RNC.

**2. Medical Treatment.** Except as otherwise agreed to by RNC in writing, the Volunteer hereby releases and forever discharges RNC from any claims whatsoever which arise on account of any first aid, treatment or service rendered in connection with the Volunteer’s participation in the Activities.

**3. Assumption of Risk.** The Volunteer understands that the Activities may include work that may be hazardous to the Volunteer, including, but not limited to, [loading or unloading heavy boxes, hauling debris, encountering containers or items suspected to be hazardous]. The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases RNC from all liability for injury, illness, death or property damage resulting from the Activities.

4. **Insurance.** The Volunteer understands that, except as otherwise agreed to by RNC in writing, RNC does not assume any responsibility for or obligation to carry or maintain health, medical or disability insurance coverage for any Volunteer.

5. **Indemnification.** The Volunteer hereby agrees to indemnify and hold harmless RNC from any loss, liability, damage or cost he or she may incur arising out of or related to the Activities, whether caused by the negligence of RNC or otherwise (but not including intentional acts of RNC).

6. **Applicable Law.** This Release and Waiver shall be governed by the laws of the State of Wisconsin.

7. **Release.** The Volunteer releases and forever discharges and holds harmless RNC and its successors and assigns from all liability, claims and demands of whatever nature, either in law or in equity, which may arise from the Volunteer's participation in the Activities. The Volunteer understands and acknowledges that this Release and Waiver discharges RNC from any liability or claim that the Volunteer may have against RNC with respect to any bodily injury, personal injury, illness, death or property damage that may result from activities involved in volunteering for RNC.

AS OF THE DATE WRITTEN BELOW, I HAVE READ THIS RELEASE AND WAIVER, ACKNOWLEDGE THAT I HAD THE OPPORTUNITY TO DISCUSS ITS CONTENTS WITH A REPRESENTATIVE FROM RNC, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE OF ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Volunteer:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's Parent/Guardian(For volunteers under the age of 18)

Name: \_\_\_\_\_ Date: \_\_\_\_\_