

New Docent Application Packet

Welcome to the Wildlife Safari Docent Training Program.

Thank you for your interest in becoming a docent, we are always glad to add new faces, ideas and talents to our ranks. As a docent you will have many exciting opportunities to interact with our fabulous staff, guests, docents and of course, our animals. The docents of Wildlife Safari perform a wide range of duties and assignments, all for the same purpose, to improve and enhance our guests experience and to assist the park in meeting its goals of education, conservation and research. This application packet will provide you with some basic information and get you started on the process of becoming a docent.

Prerequisites

At a minimum, all Docents must be willing to volunteer a minimum of 150 hours per year, pay annual dues of \$15, participate in ongoing training and attend at least 2 monthly meetings. All docents must have a TB test for the protection of our animals.

Training Requirements

There is a 90-day training period in which you will learn about the park, how it functions and all the areas available for docents to volunteer in. During this time, you will be assigned a mentor who will assist in providing information and arranging for training experiences. You will spend time shadowing other docents as they go about their regular assignments, and have the opportunity to ask questions and find out what each assignment is all about. At the end of your training you will have a final evaluation with the Docent Board of Directors. Once approved, you will become a vested docent and begin signing up for assignments on your own.

How To Get Started

- The first step is to complete the attached forms. These include an application, emergency contact information, and permission to perform a background check. These along with a copy of your driver's licenses or other form of photo should be returned to a Docent Board member as soon as possible. The background check will be performed by the parks HR department and will take approximately 3 days. Once this has cleared, you will be assigned a mentor and given a trainee booklet which has more detailed information about assignments as well as a map of the park drive through and village. You will also be asked to sign and return the "Hold Harmless Agreement" and "Confidentiality Agreement". In addition to your training booklet you will be given a docent handbook which will be used in your orientation and annual training.
- Orientation meetings are held quarterly or as needed. This meeting will give you important information about both the docent and parks rules and policies. It is a good idea to review your docent handbook prior to orientation.
- You will be invited to a "Meet the Board" session on the first Monday of the month following your training start date. This meeting is to introduce the current board members and allow us to meet you and learn about your interests and abilities.

**That's all there is to it, You'll be a docent before you know it and then the fun really begins!
We're glad to have you.**



DOCENT VOLUNTEER APPLICATION

App Rec'd: _____

Mentor: _____

Training start date: _____

Orientation Date: _____

Meet Docent Board: _____

Vested: _____

Copy to Training Officer: _____

Copy to President: _____

Copy to HR: _____

Thank you for your interest in becoming a Wildlife Safari Docent Volunteer. Please complete this form and return it to Docent President or board member.

Name and Contact Information:

First Name: _____

Last Name: _____

Street: _____

City: _____

State/Zip: _____ - _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

Email address: _____

(Please note: 150 hours per year (roughly 12.5 hours a month) are required to maintain your volunteer status with the park and to derive the benefits awarded to volunteers)

Areas of Interest (Select areas in which you would like to volunteer):

- Animal Care – Feed, clean and handle village animals (must be available two shifts per week)
- Meal Preparation – Prepare daily animal diets
- Children’s Zoo – Clean area and supervise guests
- Sunrise Crew – Clean village in preparation for guests
- Village Education – Give keeper talks at a village exhibit
- Lion Tower watch – Maintain log and radio in case of emergency
- Bear Tower watch -- Maintain log and radio in case of emergency
- Cheetah Lodge Host -- Answer guest questions, conduct exit survey
- Cheetah watch – Maintain log and radio in case of emergency
- Meet and Greet – Welcome guests and assist Events Coordinator as needed
- Zoo School -- Assist Education Director in tours and animal presentations
- Camp Counselor – Assist with activities and games
- Outreach Presenter -- Take Zoo School on the road to local education institutions
- Horticulture – Help maintain Village Gardens
- Maintenance – Help erect structures, paint, maintain fencing, perform general maintenance work
- Special Events
- Fundraising
- Other (please specify) _____

Experience:

Please indicate any training or experience you think will benefit you as a Wildlife Safari volunteer:

Please indicate any special skills, hobbies or interests you have related to the areas in which you would like to volunteer:

List any physical/medical limitations or concerns:

References:

Please provide the names and telephone numbers of three references, non-family, who have known you for at least five years and can attest to your ability to volunteer at Wildlife Safari:

Name

Phone

Name

Phone

Name

Phone

Signed: _____

Date: _____

Wildlife Safari
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In order to serve as a volunteer at Wildlife Safari, I hereby release, waive, discharge and covenant not to sue Wildlife Safari, its officers, servants, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, or while in, on or upon the premises of Wildlife Safari.

2. I am fully aware of risks and hazards connected with being on the premises, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises of Wildlife Safari, and I hereby elect to voluntarily work at Wildlife Safari, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my volunteering, whether caused by the negligence of releasees or otherwise.

3. I further hereby agree to indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs they may incur due to my volunteerism at Wildlife Safari, whether caused by the negligence of any or all of the releasees, or otherwise.

4. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasees.

In signing this release, I acknowledge and represent that:

- A. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;
- B. No oral representation, statements or inducements, apart from the foregoing written agreement, have been made;
- C. I am at least eighteen (18) years of age and fully competent; and

In witness where of, I have here unto set my hand and seal this ____ day of _____, 2015.

Participant Signature: _____

Name Printed: _____

Witness: _____

Witness Name Printed: _____

Wildlife Safari
Permission to Procure an Investigation Report

Please type or print legibly name as it appears on your driver's license.

LAST NAME: _____ FIRST _____ FULL MIDDLE NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP-CODE _____

Please list other names used and dates of name change in the last ten years:

FULL NAME DATE _____ - _____

FULL NAME DATE _____ - _____

DOB: ____/____/____ SSN: _____ - _____ - _____

DRIVER'S LICENSE NUMBER _____ STATE _____

Have you ever been convicted of a crime? ____ No ____ Yes. If yes, please provide details of all convictions and locations of all convictions. (A yes answer will not necessarily disqualify you from employment.)

RESIDENCES: Please list residences in the last 10 years

State ____ City _____ County _____ Years: ____ to ____

State ____ City _____ County _____ Years: ____ to ____

INVESTIGATIVE CONSUMER REPORT AUTHORIZATION

In connection with my application I understand that an investigative consumer report may be requested that may include information regarding my court records both civil and criminal, my driving records, educational and professional credentials, and personal and professional references. This may come from either public or private sources and may contain information regarding my character, experience, work habits, and reasons for termination from past employers. I understand that this document shall be kept on file and may be used at any time during my employment to procure an investigative report. I hereby release and discharge to the extent permitted by law, Wildlife Safari, its employees, any individual or agency obtaining information for Wildlife Safari, my personal and professional references, and my former employers, from any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I have read, understand and agree with the above.

Signed Date _____ - _____

Witnessed Date _____ - _____

Emergency Information Form

<i>Personal Information</i>	
First name	
Middle name	
Last name	
Nickname	
Gender	
Home phone	
Cellular phone	
Birthday (MM/DD/YYYY)	
Home address	
City	
State	
Zip Code	
<i>Medical Information</i>	
Doctor's name	
Address	
Phone number	
Blood type	
Medical conditions	
Allergies	
Current medications	
<i>Emergency Information</i>	
#1 Contact name	
Relationship	
Address	
Phone number(s)	
#2 Contact name	
Relationship	
Address	
Phone number(s)	

I authorize Wildlife Safari to use this form to give to medical emergency personal in the event I am unable to provide this information.

Signature
24 June 2018

Date

Wildlife Safari: AGREEMENT OF CONFIDENTIALITY

This confidentiality agreement is made on _____ [Date Inserted]

By _____ and Wildlife Safari. You agree that during the course of your involvement (i.e. employment, volunteer, board member, internship) with the Wildlife Safari, you may come across or be exposed to information which Wildlife Safari considers to be proprietary and confidential ("Confidential Information"). Confidential Information includes, but is not limited to, animal records, animal health status, animal deaths, animal births, animal transfers, guest/member/donor information (Names, Addresses, Phone numbers) and employee information (addresses and phone numbers). Confidential Information may be in electronic, written, or verbal forms of information. By signing this Agreement of Confidentiality, you agree and covenant that you will not disclose any Confidential Information (whether in or outside the workplace, and including any form of media, including social media) to anyone without the prior written consent of Wildlife Safari. You agree to maintain the confidentiality of all Confidential Information during and after your position or involvement with Wildlife Safari has ended, and upon the request of Wildlife Safari, you agree to return all written records and other Confidential Information physically in your possession. Your failure to comply with the provisions of this agreement could result in irreparable and continuing damage to Wildlife Safari for which there will be no adequate remedy at law and, consequently in the event you fail to comply with these provisions, Wildlife Safari shall be entitled to injunctive relief and to such other and further relief as may be necessary or appropriate to cause you to comply with your duties and obligations under this Agreement.

The undersigned agrees to the terms of this Agreement.

_____ Signature

_____ Printed

_____ Date

_____ Signature of Witness

_____ Printed

_____ Date