



# GRIGNON MANSION VOLUNTEER APPLICATION

Please fill out the application completely.

## VOLUNTEER INFORMATION

Legal Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EMERGENCY CONTACT

Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**AREAS OF INTEREST:** Please check all that apply

<input type="checkbox"/>	Tour Guide	<input type="checkbox"/>	Display/Exhibit planning and setup
<input type="checkbox"/>	Outdoor cleaning and maintenance	<input type="checkbox"/>	Research
<input type="checkbox"/>	Indoor cleaning and maintenance	<input type="checkbox"/>	Gardening
<input type="checkbox"/>	Blacksmithing	<input type="checkbox"/>	Other

## AVAILABILITY

Please indicate below which hours you are generally available to volunteer. We will work with you to schedule your hours based on this availability.

Total hours desired per week: \_\_\_\_\_ OR per month \_\_\_\_\_

I hereby acknowledge that I have read the Volunteer Policy and Procedures and Behavioral and Work Rules provided to me with this application.

I understand and agree to follow the policies and procedures of the Grignon Mansion and consent to a background check prior to beginning any volunteer services.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

### FOR STAFF USE ONLY

Received \_\_\_\_\_ Forwarded \_\_\_\_\_ Approved \_\_\_\_\_ Notified Applicant \_\_\_\_\_

# VOLUNTEER POLICIES AND PROCEDURES

## WELCOME VOLUNTEER!

The Grignon Mansion is grateful for the contribution of your time and service. Your contributions provide important assistance in the operation of the Mansion. Please read through these volunteer policies and procedures before turning in your volunteer application.

## BACKGROUND CHECK

In order to ensure the safety and security of the Grignon Mansion and our visitors, all adult volunteers will be subject to a background check. Background checks are conducted directly through the City of Kaukauna Human Resources Department. The Grignon Mansion receives no information resulting from the check other than its approval or denial. Minors will be required to submit two personal references in lieu of a background check.

## LIABILITY

The City of Kaukauna represents that it does carry public liability insurance covering the municipal location. The City specifically notes that it has not purchased insurance coverage for the Volunteer or his/her employees. Nothing contained in the Volunteer Application is intended as a waiver of the City to rely upon the immunities or limitations to liability as may be contained within Wisconsin Statutes 893.80, 895.52, 895.525 or other applicable law.

## ATTENDANCE

Once a volunteer has chosen a volunteer schedule, it is expected that they will be available at the agreed upon time. If you must miss a volunteer session, please notify a staff member as soon as possible.

## VOLUNTEER LOG

It is important for volunteers to sign in and out each time they report for work. Accurate and up-to-date records are important. This information is used for volunteer recognition, budget purposes and program promotion. Volunteer hours accumulated in any required training will be included in your service hours.

## BEHAVIORAL AND WORK RULES

Below are specific volunteer behavioral and work rules, listing inappropriate conduct which cannot be tolerated at the Mansion.

Volunteers violating these rules will be requested to leave the Mansion and their status as "volunteer" will be terminated:

1. Refusal to perform assigned volunteer duty.
2. Stealing, destruction of, or defacing Mansion property.

3. Continued failure to report for volunteer duty after accepting assignment(s).
4. Verbal threatening, using abusive language, or inflicting bodily injury to another employee, volunteer, or the public.
5. Willful or reckless negligence which can result in a safety hazard.
6. Reporting for work under the influence of intoxicants and/or drugs, using intoxicants and/or drugs on Mansion property.
7. Sexual harassment is prohibited. Such conduct includes:
  - a. Unwelcome sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature.
  - b. Unsolicited and repeated sexually derogatory names, statements, or gestures.
  - c. Any attempt to penalize or punish a person for rejecting the actions described above,
  - d. Engaging in actions described above for the purpose of having the effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The Grignon Mansion is an Equal Opportunity Employer

Volunteers who violate any of the listed rules or who perform in a manner that is not beneficial to the best interest in the operation of the Mansion will be terminated and their names removed from the volunteer records.

