



# Town of Cottage Grove

## Volunteer Registration & Release Form

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

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

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

Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Preferred way to be contacted (Select One):     Mail     Email     Phones

*I am interested in volunteering in the following area(s) – please check all below that apply:*

**Conservancy** - Volunteer opportunities may include prescribed burns, invasive tree and brush removal, herbicide application, birdhouses, etc.

**Parks** - Volunteer opportunities may include trees (mulching, planting, monitoring), landscaping and clean up, trail monitoring and maintenance, etc.

**Other** - Volunteer opportunities may include elections, office support, tax collection, photography, etc.

### VOLUNTEER AGREEMENT

Thank you for agreeing to volunteer your time and talent to the Town of Cottage Grove. Your service is vital to our success. Please read the following information carefully and sign where indicated.

I, \_\_\_\_\_, (referred to as “the Volunteer” throughout the rest of this document) agree to the following terms, consideration of being permitted to participate in the Town of Cottage Grove (the “Town”) volunteer program.

1) The Town may expect the following from the Volunteer:

- The Volunteer will perform their volunteer duties in a professional manner under the direction and control of Town staff or their designee;
- The Volunteer will work according to a mutually agreeable schedule, but if something comes up that prevents the Volunteer from working, the Volunteer will notify his/her supervisor as soon as possible;
- The Volunteer will contribute to a cooperative working relationship between and among Town staff and other volunteers; and
- The Volunteer will comply with established Town policies and procedures, including safety rules.

2) Insurance, Waiver, and Release of Liability.

- The Volunteer understands that he/she is not a Town employee and is not entitled to compensation in any form, including but not limited to wages. As a non-employee, the Volunteer further understands that he/she does not qualify for worker's compensation benefits if injured while performing volunteer work, and therefore, the Volunteer should have personal medical insurance.
- If the Volunteer drives a motor vehicle as part of his/her volunteer duties, the Volunteer understands that he/she must have a valid Wisconsin driver's license and that the Town is not responsible for any damage to the vehicle which may occur during his/her volunteer services, and therefore, the Volunteer should have personal car insurance under these circumstances.
- The Volunteer understands that the Town carries general liability insurance and the Volunteer may be eligible for legal defense and indemnification by the Town if someone brings a claim against the Volunteer based upon the services performed by the Volunteer in good faith for the Town.
- The Volunteer understands and accepts any and all risks attendant to volunteering for the Town, and agrees to indemnify, release, and hold harmless the Town, its Board and officers, agents and employees from and against all claims, demands, loss or liability of any kind or nature for any possible injury (including but not limited to personal injury and/or death) incurred while providing services under this Agreement, except as caused by the intentional or reckless acts of the released parties.

3) The Volunteer grants permission for his/her photo to be taken and used in any promotional material produced by the Town.

4) The Volunteer understands the Town may terminate the Volunteer's participation in the volunteer program at any time for any reason. The Volunteer acknowledges that prior to signing this document, he or she had the opportunity to contact a representative of the Town to discuss and/or bargain regarding any of the terms set forth herein.

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

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

**PARENTAL CONSENT - FOR VOLUNTEERS WHO ARE UNDER AGE 18**

I, the undersigned, certify that I am the parent or guardian with legal responsibility for this child-volunteer, and that I agree with and consent to this child-volunteer's compliance with this Agreement, including, but not limited to, this child-volunteer's release as provided above, and for myself, my heirs, assigned, and next of kin, release and agree to indemnify and hold harmless the Town, its Board and officers, agents and employees from and against all claims, demands, loss or liability of any kind or nature for any possible injury (including but not limited to personal injury and/or death) incurred while this child-volunteer is providing services under this Agreement.

Volunteer's Parent/Guardian: Printed name & relationship to the child-volunteer:

\_\_\_\_\_

Signature: \_\_\_\_\_

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

**THANK YOU FOR YOUR INTEREST IN VOLUNTEERING WITH THE TOWN OF COTTAGE**

**Questions? Contact the Clerk at 608-839-5021, ext. 132 or [clerk@towncg.net](mailto:clerk@towncg.net).**

**Return to Town of Cottage Grove, 4058 County Road N, Cottage Grove, WI 53527 or to the email above.**