

Wiconi Wawokiya, Inc.



Volunteer Handbook

Introduction

Wiconi Wawokiya, Inc. is a nonprofit organization governed by a Board of Directors that provides services to victims (both male and female) of sexual assault, dating violence, stalking and child abuse. Services include: crisis counseling, shelter, transitional housing, transportation, criminal justice advocacy, medical advocacy, protective orders, emergency financial support, forensic examinations and interviews for children, resource development, support groups and follow-up.

Wiconi Wawokiya, Inc. has been in continuous operation since 1985. The shelter was originally started by a small, but concerned, group of volunteers. Through assistance from the Family Violence Prevention and Services Act, the Crow Creek Sioux Tribe funded, for the first time in the history of the Tribe, an emergency shelter for victims of family violence. In November of 1989 the Crow Creek Bureau of Indian Affairs loaned a three-bedroom house to Wiconi Wawokiya, Inc. for housing the shelter. In June of 1993 the Tribal Council passed a resolution to accept a house from the BIA and in turn donate it to Wiconi Wawokiya, Inc for a safe house. Wiconi Wawokiya gutted the house and remodeled it for both offices and living quarters for women and their children. The shelter now can house 14 to 16 people at one time.

Wiconi Wawokiya, Inc. is located on the Crow Creek Sioux Indian Reservation in central South Dakota. The reservation lies within the boundaries of Hyde, Hughes and Buffalo counties. It is significant that Buffalo County ranks as the poorest county in the nation. Fort Thompson is centrally located on the reservation and is the center of government, tribal and business interests. Big Bend District is 45 miles to the northwest and the Crow Creek District is 16 miles to the southwest.

Wiconi Wawokiya, Inc. receives its funding through grants on local state and federal levels and provides services to a large rural area including the Crow Creek Indian Reservation and Lower Brule Indian Reservation. This reservation and the surrounding communities that make up our service area experience significant geographical isolation.

The Children's SAFE Place was established in 1997 to provide culturally sensitive advocacy and referral services to child victims of violence and sexual assault. Specialized services included confidential forensic interviews, child medical exams and advocacy services to victims and their non-offending family members. These services ended in 2016.

To address the geographic isolation of reservations across South Dakota, Mita Maske Ti Ki, was established in Sioux Falls and was included under the auspices of Wiconi Wawokiya, Inc. in 2006. The shelter was closed in 2016.

Since Wiconi Wawokiya, Inc. was established, our community has become

more aware of domestic violence and sexual assault and with that awareness comes hope. Wiconi Wawokiya, Inc. has hope for a better tomorrow without violence within our community.

Mission Statement

The mission and goals of Wiconi Wawokiya, Inc. are:

- To reduce violence in the homes, workplace, schools and the communities in which we live.
- To provide safety to victims of domestic violence, dating violence, stalking, adult and child sexual assault victims.
- To empower those who are oppressed by providing information, encouragement and support.
- To promote respect for individual differences and diversities.
- To educate society on the dynamics of domestic violence and sexual assault in intimate relationships, stalking, rape and child sexual assault.

Mission Statement The Children's SAFE Place

The Children's SAFE Place team will provide a multidisciplinary, cooperative team approach to address the needs of children subjected to violence as victims or as witnesses and their non-offending family members. The team will operate out of the Children's SAFE Place Advocacy Center that will provide a safe, caring, home-like atmosphere that will coordinate and enhance the investigation and case tracking of child abuse in Fort Thompson and the surrounding areas.

All policies in this handbook include the Board of Directors as they also are volunteers.

I. RECRUITMENT AND HIRING

A. Equal Employment Opportunity Statement

Wiconi Wawokiya, Inc. believes that equal opportunity for volunteers is important for the continuing success of our organization. In accordance with state and federal law, Wiconi Wawokiya, Inc. will not discriminate against a volunteer because of race, disability, color, creed, religion, gender, sexual orientation, age, national origin, ancestry, medical condition, citizenship or veteran status.

B. Affirmative Action Statement/Cultural Competency and Diversity

Our policies will include culture competency and diversity in every aspect of our work. Staff and volunteers will endeavor to ensure that victims, including all children and their families are made to feel welcome, valued, respected and acknowledged. The environment and the materials will reflect different interests, ages, developmental stages, ethnicities, religions and genders of children and families.

Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within our local community.

Volunteers at Wiconi Wawokiya, Inc. are required to attend in-service training on a yearly basis on education in issues of cultural competency.

C. Recruitment

Recruitment of candidates for volunteer work shall be the responsibility of the Executive Director of Wiconi Wawokiya, Inc. or her designee. The Executive Director must approve all offers recommended (i.e., supervisors or managers) before any commitment is made to a prospective volunteer. The interview process for volunteers shall be determined by the Executive Director.

H. Criminal History

No person may volunteer at Wiconi Wawokiya, Inc. or any of its programs if they have been convicted of a felony of violence within the past ten years and completion of sentence requirements. Wiconi Wawokiya, Inc. reserves the right to conduct background checks on all potential volunteers from the Division of Criminal Investigation, State of South Dakota. These checks will include any criminal

offense except for minor traffic violations, and arrests/convictions for abuse and sexually related crimes. Volunteers who work directly with children or women who are receiving services are mandated to have a state criminal background check and a SD Central Registry of Child Abuse and Neglect check will be conducted. The Wiconi Wawokiya, Inc. will not have a volunteer who has been found guilty of substantiated child abuse and/or neglect. No person may volunteer at Wiconi Wawokiya, Inc. or any of its programs if they have been convicted of a felony of violence within the past ten years and completion of sentence requirements. The Wiconi Wawokiya, Inc. will not have a volunteer who has been found guilty of substantiated child abuse and/or neglect.

II. EXPECTATIONS FOR VOLUNTEERS

1. An orientation will be provided for each new volunteer within one month of the beginning of service. The orientation will include responsibility as a volunteer, confidentiality, working with victims and their children, safety issues and shelter procedures. Training will be given at the shelter by the advocates or other in-house trainings by consultants. All volunteers will receive a copy of this document and those providing direct services shall receive the shelter packet and policy documents. Volunteers who work directly with clients will receive the same intensive trainings as newly hired advocates.
2. Volunteers must complete the sign-in form documenting the time and services given to the organization. Advocates will provide volunteers with the form and will file the completed forms in the Volunteer Services binder.
3. All volunteers attending any trainings shall complete an evaluation form (the form is included in this manual) and submit it for signature to the Executive Director. The forms will be filed in the Activities Report binder.
4. Depending on the services performed, volunteers may need a valid driver's license.

III. REPORTING OF CHILD ABUSE AND NEGLECT, ELDER ABUSE AND ABUSE OF THE DISABLED

Every volunteer of Wiconi Wawokiya, Inc. is a mandatory reporter of child abuse and neglect. (SDCL 26-8A-3) Any physician, dentist, doctor of osteopathy, chiropractor, optometrist, mental health professional or counselor, podiatrist, psychologist, religious healing practitioner, social worker, hospital intern or resident, parole or court services officer, law enforcement officer, teacher, school counselor, school official, nurse, licensed or registered child welfare provider, chemical dependency counselor or coroner, having reasonable cause to suspect that

any child under the age of eighteen years, has been abused or neglected as defined in SDCL 26-8A-2, shall report that information in accordance with (SDCL 26-8A-6, 26-8A-8, 26-8A-8). Any person who intentionally fails to make the required report is guilty of a Class 1 misdemeanor. Any person who knows or has reason to suspect that a child has been abused or neglected as defined in SDCL 26-8A-2 may report that information as provided in SDCL 26-8A-8.

Every volunteer who knows, or has reasonable cause to suspect, that an elderly or disabled adult has been or is being abused or neglected, shall, within twenty-four hours, notify the person in charge of the institution where the elderly or disabled adult resides or is present, or the person in charge of the entity providing the service to the elderly or disabled adult, of the suspected abuse or neglect. The person in charge shall report the information in accordance with the provisions of SDCL 22-46-9. Any person who knowingly fails to make the required report is guilty of a Class 1 misdemeanor.

In addition, volunteers must report all threats of harm whether they be to others or to the person making the initial threat.

IV. DRUG-FREE/SMOKE-FREE WORKPLACE

This policy establishes guidelines for maintaining a drug-free workplace as delineated in the Federal Drug-Free Workplace Act.

1. All volunteers are prohibited from the illegal manufacturing, distributing, dispensing, possessing of or using controlled substances. Violation of any of the following policies may result in immediate dismissal as a volunteer.
2. Wiconi Wawokiya, Inc. also has a no smoking policy in the buildings. All volunteers will need to leave the building to smoke. No smoking is allowed in agency vehicles.
3. Wiconi Wawokiya, Inc. prohibits the following:
 - A. the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on the premises or while performing an assignment.
 - B. the presence of any detectable amount of prohibited substances in the volunteer's system while on the premises of Wiconi or while on Wiconi business. "Prohibited substances" include illegal drugs and alcohol or prescription drugs not taken in accordance with a prescription given to the volunteer.
4. Wiconi Wawokiya, Inc. will conduct drug and/or alcohol testing under any of the following circumstances: Volunteers may be selected at random (lottery style – drawing name from a hat or similar process) for drug and/or alcohol testing at any

interval determined by the organization. The volunteer will be required to proceed to the collection site immediately.

The organization may ask an volunteer to submit to a drug and/or alcohol test at any time it feels that the volunteer may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the volunteer's person or in the volunteer's vicinity, unusual conduct on the volunteer's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness. Any volunteer involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. The volunteer will be required to proceed to the collection site immediately. Involved in an on-the-job accident or injury" means not only the one who was injured, but also anyone who arguably or potentially contributed to the accident or injury event in any way, i.e., the person suspected of causing someone else to get hurt gets tested as well.

5. Testing shall be conducted in a manner to assure adherence to standards of confidentiality, privacy, accuracy and reliability. Drug Testing: Urine shall be the required substance tested and will be collected under controlled circumstances. Urine will be collected in one specimen and labeled thoroughly to preserve identity. Specimens are transported to a previously designated and approved testing lab. Alcohol Testing: A certified breath alcohol technician will conduct the test using an approved evidential breath testing device. The initial test must give results of less than 0.02 or a retest must be done following a 15-minute wait. If confirmation reveals an alcohol concentration of greater than 0.02, the volunteer is considered in violation of the policy.

6. Volunteers shall be judged to refuse to submit to testing if: (1) they actually refuse to undergo testing; (2) they are unable to produce urine; (3) they cannot breathe properly; (4) they provide false information; (5) they fail to report for testing at the required time. Refusal to submit is considered the same as a positive test and the volunteer will be dismissed.

V. Conduct Policy

Volunteers should be properly attired for the office environment, meetings, and other interactions with the public by maintaining a neat, well-groomed, and professional appearance at all times.

Exceptions to the dress code guidelines are recognized for those employees required to participate in manual or physical labor situations, and for other unique situations.

VI. Personal Use of Office Equipment

Computers: Wiconi Wawokiya, Inc. provides volunteers access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of Wiconi Wawokiya, Inc.

Volunteers shall not use company systems to knowingly violate any city state or federal laws. Volunteers must take care to ensure that no messages violate the confidentiality of the program, any person seeking services or any employee.

Volunteers are not permitted to download any software (free or otherwise) without express permission from the Executive Director.

The Executive Director has the right to examine all files on the computer you use in the office to assure violations of this have not occurred.

Computers with access to the internet must have an anti-virus software program installed and operational. Vandalism of the computer equipment and/or software is prohibited. This includes the creation of or the uploading of computer viruses. Anyone responsible for the deliberate creation and/or uploading of computer viruses will be subject to disciplinary action and the appropriate authorities will be notified immediately.

Cell Phones: Business calls for Wiconi Wawokiya, Inc. cannot be made while driving a vehicle. If a business call is received while driving, a volunteer must either ask to be called later or must pull off the road while conducting the phone conversation. Under no circumstances can volunteers text messages on behalf of the organization while driving.

VII. Harassment and Discrimination

In accordance with state and federal law, Wiconi Wawokiya, Inc. will not discriminate against volunteer because of actual or perceived race, disability, color, creed, religion, gender, sexual orientation, age, national origin, ancestry, medical condition, citizenship or veteran status. Wiconi Wawokiya, Inc. prohibits discrimination.

If you have been a victim of discrimination for federally protected classes, you may report that to the following: the Department of Social Services, Victims Services Program, 700 Governors Drive, Pierre, SD, 57501. 605-773-5884. Email: victimsservices@state.sd.us or with the Office for Civil Rights, 810 Seventh Street NW, Washington, DC 20531. Telephone: 202-307-0690.

Forms of harassment are defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived sexual orientation, gender identity, gender expression, disability, race, religion, and/or national origin that unreasonably interferes with an individual's work or academic performance,

adversely affects the targeted individual's or others' work or learning opportunities or creates an intimidating, hostile or offensive environment.

Examples of harassing conduct include, but are not limited to:

- derogatory remarks or graffiti
- demeaning jokes or comments
- slurs or name calling
- physical contact or acts of aggression
- intimidating and threatening behavior
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It is the policy of the Wiconi Wawokiya, Inc. to provide a working environment free from all forms of harassment including unsolicited and unwelcome sexual overtures and advances. Sexual harassment is unacceptable behavior that will not be tolerated on the part of any volunteer.

Definition: Harassment on the basis of sex is a violation of paragraph 703 of Title VII of the 1964 Civil Rights Act. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made a term or condition of an individual's employment either explicitly or implicitly;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or
- such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following: unwelcome propositions; unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; unwelcome graphic verbal comments about a person's body or overly personal conversations; unwelcome sexual jokes, stories, drawings, pictures or gestures; unwelcome touching of an individual's body or clothing in a sexual way; cornering or blocking of a sexual nature of a person's normal movements.

VIII. Workplace Violence

It is the policy of Wiconi Wawokiya, Inc. to promote a safe work environment for all volunteers and to provide support and resources to volunteers who have experienced battering and/or sexual assault.

Wiconi Wawokiya, Inc. will not tolerate nor excuse acts of domestic or other violence perpetrated by volunteers. Acts of violence by volunteers against other persons, including intimate partners, are violations of this policy and will cause the volunteer to be dismissed.

IX. Safety Standards and Emergency Procedures

It is the responsibility of volunteers to adhere to the following: work according to good safety practices as posted, instructed and discussed, refrain from any unsafe act that might endanger oneself, the people we serve or co-workers, use all safety devices provided for protection—failure to comply with safety requirements could result in immediate dismissal; report any unsafe situation or acts immediately for thoughtless or deliberate acts that cause injury to oneself, co-workers or those we serve.

A. Fire Prevention

Electrical equipment should be turned off when not in use; notify your supervisor of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard; fire drills are held once annually to keep staff members aware of fire safety equipment and procedures; fire extinguishers are inspected annually.

B. Emergency Procedures

- Volunteers should familiarize themselves with the location of fire exists, alarms and extinguishers.
- If a volunteer sees smoke or fire, inform all persons in the building. If it is a small fire, a nearby fire extinguisher may be used as necessary.
- If evacuation is called for, use the closest unaffected exit. Walk in a single file, holding the stair railing and stay to the right of the staircase. Proceed quickly and calmly. Do not run.
- If you are in smoke, stay low. Move as far away from the building as possible for your safety and make room for emergency vehicles. Only if time permits before evacuation of the building, secure classified information, turn out lights, shut off equipment and close doors.
- Once the building has been exited, it is not advisable to re-enter until power is restored.

C. Power Failure and Water Outages

Remain where you are. Emergency lights will activate in about 30 to 60 seconds. They are located in strategic locations of the corridors and stairwells.

Report any water/electrical outages to your supervisor or the Executive Director immediately. Every effort will be made to accommodate staff and those in shelter during a water/electrical outage, including re-location of shelter residents, finding alternate office space and/or closing of the office. Those decisions will be made by the Executive Director.

D. First Aid/Workers Compensation

First aid supplies are located at each facility. Volunteers should familiarize themselves with their location. For purposes of Workers Compensation, all injuries should be reported to the Executive Director immediately.

E. Complaints Against the Organization

Any organization, regardless of its purpose, is susceptible to criticism and public questioning and/or complaints. These criticisms often come from miscommunication, misinformation, or a lack of knowledge and understanding about the purpose or mission of the organization by the community or other agencies. As organizations grow they are also sometimes unaware of procedural or policy shortcomings or deficiencies, most of which have developed as a consequence of growth and expansion. Wiconi Wawokiya, Inc. is no exception. In our efforts to continue to upgrade the scope and quality of the services we provide, the employees have always taken great pains to patiently listen to and address complaints or criticisms made from outside the organization. We must be just as accountable as we encourage other system agencies to be to the welfare and safety of those we serve. To that end, any legitimate complaint or criticism shall be taken seriously and fully investigated, no matter the source.

Individual volunteers are encouraged and expected to answer questions, or attempt to correct or inform the public concerning misinformation about standard procedures or processes of the organization, or the dynamics of domestic violence. However, individual volunteers are not allowed to discuss organizational policy outside the organization. Those questions or complaints must be referred to the director.

Any person who contacts or approaches a volunteer of Wiconi Wawokiya, Inc. with a complaint against any employee, department, or policy shall be informed that they should feel free to address the complaint in person with the director. The complaining party should be provided with appropriate telephone and fax numbers for this purpose. They should also be informed that a written complaint or concern can be submitted by mail within seven days of the occurrence to the following address:

Lisa Heth
Wiconi Wawokiya, Inc.
PO Box 49
Ft. Thompson, SD 57339

The volunteer should assure the complainant that it is the policy of Wiconi Wawokiya, Inc. to consider and/or investigate valid complaints from the public.

Volunteers shall also be aware that expressing agreement with the complaining party, sharing her/his own grievances or complaints with a

complainant, engaging in character assassination of another employee or volunteer with the complainant, or actively seeking or soliciting complaints against another employee or volunteer, or the organization or any part thereof, shall be considered acts which undermine the integrity of the organization and detrimental to the capacity of Wiconi's ability to fulfill its mission.

F. Grievance Procedure

Wiconi Wawokiya, Inc. believes in an open communication policy. Volunteers who have complaints or disagreements are encouraged to try to resolve these problems by discussing them frankly. Discrimination, harassment and bullying are all grievable issues.

Individual volunteers shall have the right to present written grievances in person to the Executive Director. A volunteer who has a problem is responsible for reporting that problem to the Executive Director within five (5) days. There should be no fear of retaliation at any stage of this process. The Executive Director should try to reach a solution through a thorough discussion of the problem with the volunteer.

If there is no solution at this level the volunteer should prepare a written statement of the problem within five (5) days following discussion with the Executive Director. The Executive Director should provide any necessary assistance in preparing this report. The Executive Director should also personally investigate the problem, discuss the matter and prepare a separate report. These documents should be submitted to the Wiconi Wawokiya, Inc. Board of Directors. It is the Board of Directors responsibility to review the facts and issue a written decision. Any decision made by the Board of Directors will be final.

No grievance will be recognized unless submitted in writing within 5 working days after such alleged grievance occurred. Failure to comply with any time limitations shall constitute a withdrawal of the grievance.



Signature



Signature



Signature

Signature

Date: 10-19-17

CODE OF ETHICS

By signing a copy of this code of ethics, I affirm that:

I will not discriminate against or refuse professional services to anyone on the basis of race, color, age, sex, religion, disability or nationality.

I will not use my professional relationship to further my own interests.

I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interest and helping them help themselves.

I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional services, including the storing of records. I will hold as confidential any information I obtained concerning Wiconi Wawokiya, Inc. and/or employees and will maintain that confidentiality after leaving volunteer duties with the organization.

I will respect the rights and views of my colleagues, and treat them with fairness, courtesy and in good faith. I will not exploit the trust of the public or my co-workers and will make every effort to avoid relationships that could impair my professional judgment.

I will accurately represent my education, training, experience and competencies as they relate to my profession and will correct, when possible, misleading or inaccurate information and representations made by others concerning my qualifications or services.

I will act in accordance with standards of professional integrity.

Signature

Date

CLIENT CONFIDENTIALITY

It is the policy of Wiconi Wawokiya, Inc. to hold confidential all communications, observations and information made by, between or about program participants. This includes all program participant, service and administrative records resulting from telephone contacts, and any other work product related to recipients of service. Communications are confidential whether made by adults or children, and whether to or between staff, volunteers, or board members of this organization.

There are a limited number of exceptions to breaching the confidentiality of program participants. These exceptions are as follows:

- Duty to report child abuse or neglect, elder abuse and abuse of the disabled;
- Duty to warn of an imminent threat of harm to self or others;
- Following a court order, after a judge privately reviews records or
- When given express permission by the participant to release information.

The very fact that an individual is served by Wiconi Wawokiya, Inc. must be kept confidential; disclosure can only be made only under specified conditions listed above. This means that staff/volunteers shall not disclose any information about a person, including the fact that the person is or is not served by our organization, to anyone outside of this organization unless authorized by the director or the clients we serve. The principal of confidentiality must be maintained at all functions and activities. No information requested by anyone outside Wiconi Wawokiya, Inc. will be given over the telephone. Volunteers are instructed to respond with the statement: "I'm sorry, I cannot confirm or deny the presence of that person." That includes whether or not a person is or has been served by Wiconi Wawokiya, Inc.

Release-of-information forms will be explained and completed in the presence of the person about whom any information may be released, before it is released.

No information about individual or records will be released to state, federal or other agencies that enable the identification of any person by name, address, social security number or other coding procedures. If records are inspected by an outside agency, the individual who inspects the records must be specifically authorized to do so by the Director of Wiconi Wawokiya, Inc. The taking of notes, copying of records or removal of records is specifically prohibited in such cases.

Volunteers are required to sign a confidentiality agreement acknowledging their responsibility and commitment in regard to client information

Wiconi Wawokiya, Inc.

AGREEMENT TO KEEP INFORMATION CONFIDENTIAL

By signing this statement, I agree and understand that the Director of Wiconi Wawokiya, Inc. has discussed with me the state and federal legal requirements for keeping information confidential.

I shall respect the privacy concerns of the people we serve, and I shall hold in confidence all information obtained in the course of professional service, whether that information is obtained through written records or daily interactions with the person. Therefore, I will not disclose an individuals confidence to anyone except: 1) as mandated by law; 2) to prevent a clear and immediate danger to a person or persons; 3) where I am compelled to do so by a court or pursuant to the rules of a court.

If requested by staff, I shall notify all those in shelter whenever any visitor or service provider will be on the premises and provide a private place for any person in shelter to be during the visit or service call if wanted.

Upon termination of my volunteer service, I shall maintain client and co-worker confidentiality and hold confidential any information about sensitive situations within Project SAFE, Mita Maske Ti Ki and The Children's SAFE Place.

I understand that violation of this confidentiality statement may be grounds for immediate dismissal of services, and could be subject to prosecution under tribal or federal law.

Signature of Volunteer

Date

Signature of Director

Date

Wiconi Wawokiya, Inc.

Orientation and Training Attendance and Evaluation

Each individual who attends a conference, seminar and/or in-service is expected to submit a training/workshop evaluation form. This form needs to be completed within five working days of your orientation and any other training. Please attach a copy of the agenda and, if provided, a participants list.

Training Attended _____

___ Safety issues and procedures ___ Confidentiality ___ Policies

___ Victim Services ___ Laws and Public Policy ___ Shelter Rules

___ Documenting your Services ___ Grievances and Nondiscrimination

Date _____

Place _____

Evaluation:

Volunteer Signature

Release from Liability

In consideration of permission to enter the premises of the Wiconi Wawokiya, Inc.

I, _____, hereby release Wiconi Wawokiya, Inc. its owners, staff and volunteers from any and all liability, claims, demands, actions, cause of action whatsoever arising out of or related to any loss, damages, or injury, including death, that may be sustained by me and/or my children (list their names)

in and on the premises of Wiconi Wawokiya, Inc., and in any vehicle being driven by staff member or volunteer.

I am aware of the risks and hazards inherent both upon entering the premises of the Wiconi Wawokiya, Inc. and of being a passenger in a vehicle driven by their staff or volunteers.

By signing this release I acknowledge the risks and hazards of being at Wiconi Wawokiya, Inc. for myself and my children and have chosen to remain on the premises of the Wiconi Wawokiya, Inc. and for myself and my children to be transported in vehicles driven by Wiconi Wawokiya, Inc. staff or volunteers.

This release shall be binding on my heirs, next of kin, executors and administrators.

In signing of the foregoing release, I acknowledge that:

- A. The terms of this release are contractual and binding and not a mere recital.
- B. I have read the foregoing release, understand it, and I am signing of my own free will
- C. I am of sound mind and I understand the above release of liability.

CAUTION: THIS IS A RELEASE, PLEASE READ BEFORE SIGNING

This release executed on the _____ day of _____ 20__.

Volunteer Signature

Volunteer Acknowledgment

Please read the following information and return this acknowledgment form, dated and signed, to your supervisor.

This handbook is provided to you for information and immediate reference. Because we are an evolving and changing organization, policies included in this handbook are subject to change, revision, deletion, or addition by this organization from time to time with or without prior notice.

Acknowledgment

This is to acknowledge that I have received and read my copy of the handbook, am familiar with and understand its contents, and agree to comply with its terms during work here as a volunteer.

(Please print)

Name: _____

Date: _____

Title: _____

Signature: _____