



SEPTEMBER 2026
VOLUNTEER REQUEST AND WAIVER

VOLUNTEER REQUEST AND WAIVER

Name of Volunteer: _____

Date of Birth: _____

This Volunteer Agreement is effective between Dane County and _____ (Name of Volunteer, noted "Volunteer" hereafter). It shall begin on _____ (Agreement Start Date) and is valid for the next 12 months. The Volunteer has agreed to provide _____ (Number of Hours) hours per week, willingly unpaid.

In consideration of the above, the parties hereby agree to the following terms and conditions:

Services

The Volunteer is able to provide the following services as well as take account of other needs the County may have:

Location

The Volunteer is providing services at and should report to the following location:

(Address)

City

State

Zip Code

Wages

The Volunteer understands the services provided will be unpaid and will not expect wages, salary, or benefits from the County.

Supervision

The Volunteer should report to _____ (Volunteer Lead) on each day services are provided.



Employment

The Volunteer is not an employee of Dane County and receives no employee benefits.

Liability / Waiver

I, (referred to as “the Volunteer” throughout the rest of this document) and Dane County agree to the following terms:

1. DANE COUNTY.

- a. Dane County will provide Volunteer with a clearly defined description of the Volunteer’s duties.
- b. Dane County will facilitate a cooperative working relationship between and among Dane County staff and other volunteers, and will provide appropriate supervision and direction, as needed.
- c. Dane County will provide any necessary volunteer education and/or safety and equipment related items.

2. VOLUNTEER.

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

3. INSURANCE.

- a. The Volunteer understands that they are not a Dane County 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 they do not qualify for worker’s compensation benefits if injured while performing volunteer work, and therefore, the Volunteer should have personal medical insurance.
- b. If the Volunteer drives their motor vehicle as part of their Volunteer duties, the Volunteer understands that they must have a valid Wisconsin driver’s license and that Dane County is not responsible for any damage to the vehicle which may occur during their volunteer services, and therefore, the Volunteer should have personal car insurance under these circumstances.
- c. The Volunteer understands that Dane County carries general liability insurance and the Volunteer may be eligible for legal defense and indemnification by Dane County if someone brings a claim against the Volunteer based upon the services performed by the Volunteer in good faith for Dane County.
- d. The Volunteer understands and accepts any and all risks attendant to volunteering for Dane County, and agrees to release, and hold harmless Dane County, its Board and officers, agents



SEPTEMBER 2026
VOLUNTEER REQUEST AND WAIVER

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.

4. The Volunteer grants permission for their photo to be taken and used in any promotional material produced by the Dane County.
5. Either party may terminate this Agreement at any time for any reason without notice to the other party. The parties agree that this is their entire agreement, and no agreement, oral or written, exists outside of this document.

Volunteer's Signature: _____ **Date:** _____

Parent or Guardian Information (If Applicable)

If the Volunteer is under the age of 18, their parent or legal guardian must also sign this Agreement.

Volunteer's Parent/Guardian Name: _____

Volunteer's Parent/Guardian Signature: _____ Date: _____

Emergency Contact

In the event that an emergency should occur while the Volunteer is providing services, the following contact should be notified immediately.

Name of Emergency Contact: _____ Emergency Contact Phone: _____

Thank you for agreeing to volunteer your time and talent to Dane County.

FOR INTERNAL USE ONLY

Volunteer Lead Name: _____

Signature: _____ Date: _____