

# Haunted Forest Volunteer Waiver

Big Brothers Big Sisters of Brandon  
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October 12, 2017

Dear Parents/Guardians,

Big Brothers Big Sisters Haunted Forest will be open on:

Friday, October 13 <sup>th</sup>	6:00 – 10:00	Wednesday, October 25 <sup>th</sup>	6:00 – 10:00
Saturday, October 14 <sup>th</sup>	6:00 – 10:00	Thursday, October 26 <sup>th</sup>	6:00 – 9:00
Wednesday, October 18 <sup>th</sup>	6:00 – 9:00	Friday, October 27 <sup>th</sup>	6:00 – 10:00
Thursday, October 19 <sup>th</sup>	6:00 – 9:00	Saturday, October 28 <sup>th</sup>	5:00 – 10:00
Friday, October 20 <sup>th</sup>	6:00 – 10:00	Monday, October 30 <sup>th</sup>	6:00 – 10:00
Saturday, October 21 <sup>st</sup>	5:00 – 10:00		

While volunteering at the Haunted Forest is fun there are rules. Please be sure to go over the following list of rules with your child.

## BE SURE YOU AND YOUR CHILD SIGN THE WAIVER

- Youth must be 12 years and older to work in the Haunted Forest (no exceptions).
- Youth 12-14 must be accompanied by a parent/guardian/volunteer (Big Brother/Big Sister). The parent/guardian/volunteer is expected to help along with their child!
- All youth will receive a role to play and will stay in that role all evening
- Youth 15 years and older may volunteer without a parent/guardian/volunteer
- Transportation is not provided and all youth must have someone come to pick them up
- Youth are not allowed to work without the signed waiver form and medical sheet
- No youth can leave the forest without checking first with the volunteer coordinator
- Volunteer youth are not allowed to leave with their friends
- When a youth books a time to work they must show up on time (at least half an hour before opening so they are ready to go)
- All people who volunteer will book a time to work. They must remain until that time is complete
- There is no running around the Haunted Forest. Each area has an adult room leader and they must be told if you need to take a break so they know where you are at all times.

- There is no hitting/punching/kicking of anyone
- Due to past issues of children wanting to take a break every 5 minutes it is important to understand this is not possible
- Youth cannot just show up expecting to volunteer if they have not registered prior to that evening
- Committee members work hard to ensure the safety of each child. Some children are better in some areas than others and it is important to understand that there is a reason for your child to be placed in a certain spot. A child that starts complaining and asking to be moved to a new spot will be sent home. It is difficult to accommodate every person's wants with safety in mind and it is difficult to completely change a costume in the middle of an evening since every area has a theme. Unless a committee members see a need to change a person's placement during the evening the place given to the child will be where they remain for the ENTIRE evening!
- DRAMA – As much as we appreciate all the volunteers we don't have the time to deal with drama while we are open to the public. Volunteers are representatives of our organization and they need to behave as responsible as we know they can be.
- Committee members have many things to do throughout the day and picking up teen volunteers has become too much especially for those teens whose parents have vehicles. In fact, this is one way parents with vehicles can help out. They could offer to pick up a child who actually needs a ride.
- All volunteers must arrive in a timely fashion and be ready to work when we open. This includes listening to committee members when they direct the teens to an area that needs to be covered.
- DRESSING FOR THE WEATHER – We are outside, it is October and it can be especially cold in the evening. All volunteers need to dress accordingly. Bring an extra sweater, dress in layers, it is acceptable to be seen in a toque and mitts. The entire evening cannot be spent in the break area. We have decided to close at 10:00 instead of 11:00 on the weekends as that last hour can be too cold. Most areas have covered roofs but your child could be in an uncovered area.
- Parents/drivers can only drive as far as the parking lot. Through traffic is not permitted 30 minutes before opening and 30 minutes after closing. This is due to the Halloween Town event utilizing most of the park.
- The owners of Turtle Crossing Campground are generous to our organization by allowing us to use their land and facilities. Please remember to be respectful of the property at all times.
- Volunteers are not done right at closing. There are usually paying customers still going through the lineups. Please don't arrive to pick up your child until 15 minutes after closing.
- Volunteers under the age of 18 MUST let the volunteer coordinator know before they walk out to the parking lot. If they don't have access to a cell phone they can use a committee members phone to call.
- There were instances of youth volunteers bringing youth friends with them. We cannot let them volunteer until they have completed the medical sheet and waiver and a parent/guardian signs the medical release.
- Volunteers of Haunted Forest are not permitted to attend other Halloween Town events for free (e.g. Hay Ride, Zombie Laser Tag, Carnival). You must purchase tickets from the ticket booth to attend non Haunted Forest events as Halloween Town is a fundraiser for other groups.

- Big Brothers Big Sisters staff will not necessarily be in attendance. A committee has been formed with volunteers and Big Brothers Big Sisters Board Members taking on volunteer management and event oversight. There will always be a staff member or board executive on site for all open hours. All board members are screened to Big Brothers Big Sisters of Canada standards.
- Volunteer credit hours for school or work will be tracked only if we are notified before the start of the shift. It is the parents responsibility to provide us with the necessary details for relaying the volunteer time to the school or organization.
- It is important that you keep reasonable distance between yourself and guests when scaring in the haunted forest. Different people have different reactions and sometimes a guests reaction is to hit or kick. Although guests are warned not to do this it sometimes happens and you need to be prepared so you don't get hurt.
- In the event that a volunteer is physically assaulted they are to notify their room leader immediately and should NOT attempt to apprehend, follow or escort the offender out of the Haunted Forest. The room leader will immediately contact a committee member that will see to the volunteer and ensure the offender safely leaves the haunted forest. All room leaders and committee members carry 2-way radios for instant communication. Our volunteers safety is paramount.
- Smoking (including e-cigarettes), drugs and alcohol are not permitted in the haunted forest area and volunteers found with such will be required to leave.
- Volunteers will be fed supper at the Haunted Forest. The volunteer is responsible to ensure they don't eat something they are have known allergies to. It is the volunteers/parents responsibility to ensure that the necessary medication is brought with them (e.g. Epi Pen, Asthma inhalers, etc)
- In the event that the committee decides to cancel an evening due to weather we will notify the radio stations, put a post on our facebook event page (Halloween Town & Haunted Forest) and put a notice on our website (hauntedforest.ca). It is your responsibility to check these sources. In most cases the decision will be made at least two hours before opening.

I have read the above information with my child, \_\_\_\_\_

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Child Signature**

# Halloween Town & Haunted Forest

Big Brothers Big Sisters of Brandon (under 18 release form)

## CONFIDENTIAL MEDICAL INFORMATION AND RELEASE FORM

In case of an emergency and I am not immediately available for consultation, I hereby authorize my son's/daughter's volunteer, Screened Haunted Forest Committee Member, or Big Brothers Big Sisters of Brandon Staff member to secure proper transportation and treatment for and to order injections, anesthesia or surgery, or hospitalization for my child, \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

### MEDICAL INFORMATION:

#### (Please Print)

Name of Parent/Guardian: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

MHSC number: \_\_\_\_\_ PHIN number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone (res) \_\_\_\_\_ (bus) \_\_\_\_\_ (cell) \_\_\_\_\_

#### My child's doctor is:

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

Address/Clinic: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### Person to contact if you are unavailable:

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

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

Telephone: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Medications child is currently on: \_\_\_\_\_

# Halloween Town & Haunted Forest

Big Brothers Big Sisters of Brandon (adult volunteer release form)

## CONFIDENTIAL MEDICAL INFORMATION AND RELEASE FORM

In case of an emergency, I hereby authorize a Haunted Forest Committee Member or Big Brothers Big Sisters of Brandon Staff member to secure proper transportation and treatment on my behalf.

\_\_\_\_\_  
*Name (please print)*                      *Signature*                      *Date*

### MEDICAL INFORMATION:

#### (Please Print)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

MHSC number: \_\_\_\_\_ PHIN number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone (res) \_\_\_\_\_ (bus) \_\_\_\_\_ (cell) \_\_\_\_\_

School / Employer and Position: \_\_\_\_\_

#### My family doctor is:

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

Address/Clinic: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### Person to contact if you are unavailable:

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

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

Telephone: \_\_\_\_\_

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

Allergies: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Medications currently on: \_\_\_\_\_