

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Brian R. Bousley– County Administrator
Sherry Smith – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

The Menominee County
Parks and Recreation Committee
Will meet on **Monday ~March 5, 2012**
at **5:00 p.m. C.D.T.** at the **Stephenson Annex Building**, Stephenson, Michigan

~A Quorum of The Menominee County Board of Commissioners Maybe Present~

AGENDA

- A. Call Meeting to Order
- B. Roll Call
- C. Approval of Agenda
- D. Approval of Previous Meeting Minutes
- E. Public Comment
- F. Business
 - a) Monthly Budget Review
 - b) Resolution for River Park DNR Grant
 - c) Setting Date for Public Input Session for DNR Grant
 - d) Projects
 - e) Camp Host – Kleinke Park
 - f) Deputy site at Shakey Lakes Park
 - g) Parks Website
 - h) Park Ranger/Park Manger Updates
 - i) Acknowledgment
- G. Correspondence
- H. Any Other Items Members Wish to Present
- I. Public Comment
- J. Adjournment

James Furlong – Chairperson

Charlie Meintz – Vice Chairperson

Jim Pearson

Bernie Lang

Mark Jasper

Menominee County Parks and Recreation Committee

Meeting Minutes

February 6, 2012

The meeting was called to order at 6:30 pm by Bob Desjarlais at the Stephenson Annex Building in Stephenson, MI on February 6, 2012.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Gail Jerzyk, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. Al Thompson, Buildings and Ground Supervisor also attended the meeting. There was a quorum present to conduct the meeting.

Approval of agenda: A motion was made by Mark and seconded by Gail. The motion carried.

Minutes: Minutes from the previous meeting on January 31, 2012 were approved. Mark made the motion that was seconded by Gail. The motion carried.

Public Comment: There was no public comment.

Business:

- a. **Budget Review:** Brian distributed copies of the most recent budget and stated that the bottom line remains fine. There was no further discussion.
- b. **Park Updates:** Brian reported that campsite lease applications for the coming season were coming in. The application deadline is February 15. Bob suggested that the committee explore the possibility of turning a parcel of land owned by the county near Longrie School into a county park. He suggested that Al visit the area to determine the feasibility of constructing a road and several campsites.
- c. **Camp Host:** Prior to the meeting, Brian had amended a copy of the guidelines for The Campground Host-Volunteer Program that was developed for the Michigan State Parks system so that it could be used for the county parks. The members of the committee had also studied the document before the meeting. Several suggestions were offered, discussed and adopted. Brian agreed to incorporate the changes into the document.

There was no correspondence, no additional items from committee members and no public comment.

Gail offered a motion to adjourn that was seconded by Glenn. The meeting was adjourned at 8:05.

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY
Standard Budget Report
 February 2012 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	131.30	300.00	-168.70	43.77
ANNUAL	0.00	20.00	8,250.00	-8,230.00	0.24
DAILY	0.00	0.00	5,200.00	-5,200.00	0.00
GATE RECEIPTS FOR FAIR	0.00	0.00	8,000.00	-8,000.00	0.00
SHAIKEY CAMPING FEES	0.00	370.00	67,000.00	-66,630.00	0.55
KLEINKE CAMPING FEES	48.00	595.00	20,000.00	-19,405.00	2.98
SHAIKEY LAKE LEASE SITES	59,550.50	60,972.50	63,682.00	-2,709.50	95.75
KLEINKE LEASE SITES	7,560.00	8,640.00	13,000.00	-4,360.00	66.46
Total Charges for Services	67,158.50	70,728.80	185,432.00	-114,703.20	38.14
Interest and Rents					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILION-KLEINKE	0.00	0.00	100.00	-100.00	0.00
Outside Storage	25.00	3,885.00	3,600.00	285.00	107.92
Inside (Fair) Storage	0.00	2,847.25	2,500.00	347.25	113.89
Total Interest and Rents	25.00	6,732.25	6,400.00	332.25	105.19
Total Program Revenues	67,183.50	77,461.05	191,832.00	-114,370.95	40.38
Special Items					
Other Revenue					
PAID SHOWERS-KLEINKE	0.00	19.00	400.00	-381.00	4.75
PAID SHOWERS-SHAKEY	0.00	18.00	2,000.00	-1,982.00	0.90
MISCELLANEOUS RECEIPTS	0.00	192.00	100.00	92.00	192.00
Sweatshirt Revenue	0.00	0.00	300.00	-300.00	0.00
REIMBURSEMENTS	0.00	600.00	0.00	600.00	0.00
GENERAL FUND APPROPRIATION	0.00	21,457.50	42,915.00	-21,457.50	50.00
Total Other Revenue	0.00	22,286.50	45,715.00	-23,428.50	48.75
Total Special Items	0.00	22,286.50	45,715.00	-23,428.50	48.75
Total Revenues	67,183.50	99,747.55	237,547.00	-137,799.45	41.99

MENOMINEE COUNTY
Standard Budget Report
 February 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
 Recreation and Culture					
 COUNTY PARKS					
SALARIES	2,537.28	22,625.36	66,031.00	43,405.64	34.26
SALARIES - TEMPORARY	0.00	48.00	23,760.00	23,712.00	0.20
OVERTIME	0.00	0.00	1,800.00	1,800.00	0.00
LONGEVITY	0.00	675.00	675.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,061.54	17,352.12 *	22,907.00	5,554.88	75.75
HRA REIMBURSEMENTS	0.00	0.00	4,000.00	4,000.00	0.00
LIFE INSURANCE	4.60	23.00	60.00	37.00	38.33
FICA-OASDI	146.06	1,520.91	5,477.00	3,956.09	27.77
FICA-MEDI	34.16	355.70	1,281.00	925.30	27.77
WORKMENS COMPENSATION	1,007.84	2,015.68	3,154.00	1,138.32	63.91
RETIREMENT	0.00	2,855.89	10,603.00	7,747.11	26.93
OFFICE SUPPLIES	0.00	0.00	1,200.00	1,200.00	0.00
OFFICE EQUIPMENT	0.00	0.00	300.00	300.00	0.00
POSTAGE-COUNTY PARKS	0.00	64.80	300.00	235.20	21.60
GAS, OIL ETC	0.00	866.63	6,000.00	5,133.37	14.44
DIESEL FUEL	0.00	0.00	2,000.00	2,000.00	0.00
L.P. GAS	0.00	0.00	2,100.00	2,100.00	0.00
UNIFORMS	0.00	199.98	700.00	500.02	28.57
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	0.00	26.69	3,000.00	2,973.31	0.89
OTHER OPERATING/GENERAL	194.85	764.71	1,000.00	235.29	76.47
BROCHURES/STICKERS	0.00	0.00	2,500.00	2,500.00	0.00
TREE REPLACEMENT	0.00	0.00	1,000.00	1,000.00	0.00
DEQ Permits	200.00	1,000.00	850.00	-32.00	100.00
CONSTRUCTION SUPPLIES	0.00	882.00	1,500.00	1,500.00	0.00
PROFESSIONAL/CONTRACTURAL SERVICES	0.00	3,157.27	5,000.00	1,842.73	63.15
PROFESSIONAL-PHYSICALS	0.00	0.00	650.00	650.00	0.00
TRAVEL/Parks Per Diems & Mileage	67.16	183.68	1,500.00	1,316.32	12.25
PROGRAMMING/RECREATION	0.00	0.00	300.00	300.00	0.00
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	0.00	0.00	6,500.00	6,500.00	0.00
Inside Storage	0.00	0.00	2,500.00	2,500.00	0.00
WATER TESTING	0.00	0.00	700.00	329.65	52.91
UTLITIES/ELECTRIC	651.79	3,240.92	30,000.00	26,759.08	10.80
EQUIPMENT MAINTENANCE	227.35	3,038.47	4,000.00	961.53	75.96
FACILITY MAINTENANCE	0.00	141.48	3,500.00	3,358.52	4.04

* RETURN DUE FROM WASHN INSURANCE CHAWGZID - *

MENOMINEE COUNTY
Standard Budget Report
 February 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
GROUNDS MAINTENANCE	0.00	491.76	4,000.00	3,508.24	12.29
RENTAL/CONTRACTING	0.00	807.29	7,500.00	6,692.71	10.76
REFUNDS/REBATES	0.00	0.00	3,500.00	3,500.00	0.00
NEW/REPLACEMENT EQUIPMENT	0.00	495.82	5,000.00	4,504.18	9.92
Total COUNTY PARKS	<u>7,132.63</u>	<u>63,203.51</u>	<u>237,548.00</u>	<u>174,344.49</u>	<u>26.61</u>
Total Recreation and Culture	<u>7,132.63</u>	<u>63,203.51</u>	<u>237,548.00</u>	<u>174,344.49</u>	<u>26.61</u>
Total Expenditures	<u>7,132.63</u>	<u>63,203.51</u>	<u>237,548.00</u>	<u>174,344.49</u>	<u>26.61</u>
CHANGE IN FUND EQUITY	60,050.87	36,544.04	-1.00	36,545.04	3,654,404.00

MENOMINEE COUNTY
Standard Budget Report
 February 2012 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services	367.00	444.00	4,000.00	-3,556.00	11.10
BOAT FEES	367.00	444.00	4,000.00	-3,556.00	11.10
Total Charges for Services	367.00	444.00	4,000.00	-3,556.00	11.10
Total Program Revenues	367.00	444.00	4,000.00	-3,556.00	11.10
Total Revenues	367.00	444.00	4,000.00	-3,556.00	11.10

MENOMINEE COUNTY
Standard Budget Report
 February 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Community and Economic Development					
Closed					
STONEY POINT IMPROVEMENT	5,000.00	5,000.00	0.00	-5,000.00	0.00
Total Closed	5,000.00	5,000.00	0.00	-5,000.00	0.00
Total Community and Economic D	5,000.00	5,000.00	0.00	-5,000.00	0.00
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKEY LAKES IMPROVEMENT	1,450.00	8,588.12	100,000.00	91,411.88	8.59
Total PARK IMPROVEMENT EXPENDITU	1,450.00	8,588.12	100,000.00	91,411.88	8.59
Total Recreation and Culture	1,450.00	8,588.12	100,000.00	91,411.88	8.59
Total Expenditures	6,450.00	13,588.12	100,000.00	86,411.88	13.59
CHANGE IN FUND EQUITY	-6,083.00	-13,144.12	-96,000.00	82,855.88	-13.69

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MENOMINEE COUNTY RESOLUTION 2012 – Support of DNR Grant for River Park Development

WHEREAS, the County of Menominee supports the grant application made to the Michigan Department of Natural Resources for the Federal Recreational Trust Fund Grant in the amount of \$ _____. The application is to develop River Park by installing electrical components to the existing pavilion and to drill a well for a potable water supply, and

WHEREAS, the County of Menominee recognizes the twenty five (25%) percent match requirement for the Federal Recreational Trust Fund Grant, and will secure the matching funds.

NOW, THEREFORE, BE IT RESOLVED, if the county of Menominee is awarded a grant by the Michigan Department of Natural Resources, the Count of Menominee agrees to accept the grant award, and may enter into an agreement with the State of Michigan for the above referenced project. The County of Menominee will comply with all applicable laws, environmental requirements and regulation as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the County board of Commissioners of the County of Menominee, State of Michigan, names the fiscal agent for the County of Menominee for this project as:

Brian R. Bousley
County Administrator
839 10th Ave.
Menominee, Michigan 49858

Passed and adopted by the Menominee County Board of Commissioners on this _____ Day of March _____, 2012.

James Furlong, Chairman

Date

Brian R. Bousley, Administrator

Date

Marc Kleiman, County Clerk

Date

James Furlong – Chairperson

Charlie Meintz – Vice Chairperson

Jim Pearson

Bernie Lang

Mark Jasper

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MENOMINEE COUNTY RESOLUTION 2012 – Support of DNR Grant for River Park Development

WHEREAS, the County of Menominee supports the grant application made to the Michigan Department of Natural Resources for the Recreational Passport Grant Program in the amount of \$_____. The application is to develop River Park by installing electrical components to the existing pavilion and to drill a well for a potable water supply, and

WHEREAS, the County of Menominee recognizes the twenty five (25%) percent match requirement for the Michigan Department of Natural Resources for the Recreational Passport Grant Program, and will secure the matching funds.

NOW, THEREFORE, BE IT RESOLVED, if the county of Menominee is awarded a grant by the Michigan Department of Natural Resources, the Count of Menominee agrees to accept the grant award, and may enter into an agreement with the State of Michigan for the above referenced project. The County of Menominee will comply with all applicable laws, environmental requirements and regulation as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the County board of Commissioners of the County of Menominee, State of Michigan, names the fiscal agent for the County of Menominee for this project as:

Brian R. Bousley
County Administrator
839 10th Ave.
Menominee, Michigan 49858

Passed and adopted by the Menominee County Board of Commissioners on this _____ Day of March _____, 2012.

James Furlong, Chairman

Date

Brian R. Bousley, Administrator

Date

Marc Kleiman, County Clerk

Date

James Furlong – Chairperson

Charlie Meintz – Vice Chairperson

Jim Pearson

Bernie Lang

Mark Jasper

CAMPGROUND HOST - VOLUNTEER PROGRAM

POLICY

Menominee County Board of Commissioners encourages the use of volunteers as Campground Hosts at Kleinke Park. Volunteer Hosts must comply with all State Laws, Menominee County Park Rules and Policies and Procedures.

Hospitality is the most important function of Campground Hosts. Their duties include, but are not limited to the following:

- Extend a warm welcome to campground visitors.
- Maintain a friendly presence
- Provide answers to questions and information regarding local attractions
- Loan available camping recreational equipment to visitors.
- Also see duties on page 4

Hosts contribute their services with the goal of assuring visitors a comfortable enjoyable stay and enhance the quality of their outdoor-recreation experience.

PROCEDURE

Number of Hosts

Kleinke Park will be limited to one set of Camp Host at a time.

Timetables

Campground Hosts are scheduled at Kleinke Park from May 15 to September 15.

Selection and Application Process

Campground Host applications are accepted year-round.

- Applicants must be at least 21 years of age and Michigan residents are given priority.
- Applicants must submit a Volunteer Campground Host Application, and Volunteer Release and Waiver of Liability Form to the County Administrator/Park Assistant Superintendent or Designee.
- Applications can be obtained at the Menominee County Administration Office
- All Camp Host applicants are subject to criminal history background check.
- Applicant interviews and selection will be conducted by the County Administrator/Park Assistant Superintendent or Designee.

- Hosts may not begin service until the required forms are on file and the criminal history check is conducted. Forms will be kept with the County Administrator.
- Unsuccessful applicants will be notified in writing by the County Administrator/Park Assistant Superintendent or Designee.
- A new application and criminal history check are needed for each calendar year.
- Individuals chosen to serve as Hosts are not guaranteed selection for a succeeding service period.

Menominee County employees are not eligible to be campground hosts.

Criminal History Check

Any adult, who resides on the host site for more than 2 days, shall be subject to criminal history background checks. The County Administrator/Park Assistant Superintendent or Designee submits the data for the criminal history background check in the same process as he/she does for the Campground Host (previously explained in the **Selection and Application Process** section of this Policy).

Training

All Hosts are required to attend the Menominee County Campground Host Training Program.

Length of Service

All Campground Host schedules are assigned by the County Administrator/Park Assistant Superintendent or Designee based on the needs of the Park.

- The intent is to schedule a Host for no less than four consecutive weeks or no more than eight consecutive weeks.
- Exceptions to the minimum or maximum time periods will be recommend from the Parks and Receptions Committee and approved by the Menominee County Board of Commissioners.

Scheduling

Being a Campground Host represents a major commitment of time. A minimum of 20 hours per week is to be contributed by the Campground Host.

Campground Host on-duty and off-duty hours should be mutually agreed upon by the Host and the Unit Supervisor/Manager. Hosts are required to provide services based on their units' needs, including weekends and holidays. On-duty and off-duty hours should be posted in a visible location at the Host site.

Additional days off and other changes in scheduling will be subject to the approval of the County Administrator/Park Assistant Superintendent or Designee.

Uniforms

All Campground Hosts shall be provided uniforms from the County Administrator/Park Assistant Superintendent or Designee at the expense of Menominee County Parks. Nametags will contain the following:

- Line 1: Host name (however you/they want it, first only, first & last, Mr or Mrs.)
- Line 2: Volunteer Campground Host

Name tags, and at least one other uniform part, must be worn at all times while on duty.

Uniforms should not be worn outside of the assigned unit unless on official business which has been approved by the County Administrator/Park Assistant Superintendent or Designee.

Campground Host vests and name tags must be returned to the County Administrator/Park Assistant Superintendent or Designee at the end of the Host's assignment.

Campsite

County Administrator/Park Assistant Superintendent or Designee responsibility to select the site and facilities to be used by the Campground Host at no charge. The site is to be in a highly visible area, such as a location near the campground entrance. The Campground Host site should not be located on a high demand campsite.

The Host campsite must be kept neat and clean at all times.

The County Administrator/Park Assistant Superintendent or Designee will provide the Host campsite with the following:

1. "Campground Host" sign
2. Bulletin Board or Eraser Board.
3. "On Duty/Off Duty" sign
4. Display rack or table for brochures, maps, etc.
5. Electricity (if available), Water (if available)

Visitors to Host's Campsite

Guest visits and lengths of stay must not interfere with the Host's duties. The only people, who may reside on the Host campsite for more than 2 days, are those on the application.

Equipment

The Camp Host may loan provided recreational equipment to campers.

Duties

Campground Hosts duties will supplement the staff by assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, supply visitors with information and similar tasks. Specific Host duties can vary with assignment, but should not include janitorial, building and/or grounds maintenance.

The following Campground Hosts activities contribute to the 20 weekly service hours for Hosts:

1. Providing or Assisting with at least one (1) Special Weekly Activity
2. Daily Tour of Campground
3. Loan of Recreational Equipment
4. Maintain Bulletin Board at Host site with weekly activities listed
5. Assist in "Green Initiatives" efforts

Activity Report

Hosts are required to complete a weekly Volunteer Campground Host Activity Report to be turned into the Park Rangers.

Liability

While a volunteer is serving in the capacity of a Campground Host, he/she has the same immunity from civil liability as a Department employee.

Injuries/Accidents

At the time of an injury/accident, volunteers must notify the County Administrator/Park Assistant Superintendent or Designee. Medical cases will be reviewed on an individual basis by the County Administrator/Park Assistant Superintendent or Designee. County Administrator/Park Assistant Superintendent or Designee will file these reports.

Prohibited Acts

1. Under no circumstances will Hosts be allowed to collect camping fees, or any other Menominee County or concession operator's funds.
2. Volunteers will not operate park vehicles or equipment (trucks, gators, golf carts etc.)
3. Campground Hosts have no law enforcement authority. Infractions of Menominee County Park rules and policies are to be reported to Park Rangers.
4. Hosts may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.

Departure

All equipment and specified uniform items must be returned to the unit when the volunteer assignment has ended.

Evaluations may be completed by the Campground Host and Park Rangers as frequently as desired but must be done at the completion of the agreed upon assignment. Completed evaluations are to be kept with the County Administrator or Park Assistant Superintendent.



VOLUNTEER RELEASE AND WAIVER OF LIABILITY

Please read carefully! This is a legal document that affects your legal rights!

The Menominee County Board of Commissioners encourages and supports volunteers. As a volunteer, I have an important role in providing services and programs to the public.

I want to work as a volunteer for the Menominee County Board of Commissioners which appoints people like me to serve and to help Menominee County. While I am serving as a volunteer, **I have the same immunity from civil liability under Michigan law as an employee of Menominee County.** After becoming a volunteer, Menominee County will provide me with support, supervision, training, and supplies for me to accomplish my assigned tasks.

Therefore, I do freely, voluntarily, and without duress, execute this Release and acknowledge the following terms:

- 1. Waiver and Release.** I hereby release, waive, discharge and covenant not to sue Menominee County, its departments, officers, employees and agents, from any and all liability to me, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in my death in reference to the activities authorized in my work as a volunteer. I hereby covenant and agree to indemnify and save harmless, Menominee County, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to the activities authorized in my work as a volunteer.
- 2. Medical treatment.** I release and discharge Menominee County from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me. I understand that I may not be entitled to workers' compensation.
- 3. Assumption of risk.** I understand that my work for Menominee County may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release Menominee County from all liability for injury, illness, death, or property damage occurring from my work for Menominee County.
- 4. Insurance.** Menominee County does not have responsibility for providing any health, medical or disability insurance coverage for me.
- 5. Photographic release.** I grant to Menominee County the right to use photographic images and video or audio recordings of me that are made by Menominee County or others during my work assignment for Menominee County, including royalties, proceeds or other benefits from use of the photographs or recordings.
- 6. Copyright laws.** I understand that showing videos in public that are intended for home viewing is prohibited under the U.S. copyright laws.
- 7. Background check.** I understand that a criminal history check may be obtained prior to my appointment as a volunteer. By signing this agreement I agree to a criminal history check and agree to provide Menominee County with my birth date.
- 8. Discrimination laws.** I agree to follow Menominee County's policy along with state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement or public service based on a person's religion, race, color, national origin, age, sex, marital status, height, weight, or disability.
- 9. In-kind service.** Menominee County is eligible for some grants that require us to match the dollars received from the grant. Many of these grants allow us to use in-kind services as a portion of this match instead of actual dollars. Your volunteer time may be used as an in-kind service to help us earn our match for some grants from federal or other sources. By signing this form, you consent to the use of your volunteer time as a possible in-kind match for grants received by Menominee County.
- 10. Other.** I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect.

Signature: _____

Date: _____

Signature: _____

Date: _____

VOLUNTEER CAMPGROUND HOST APPLICATION

Applicants

Serve as Volunteer Campground Host(s) at Kleinke Park

Available From: _____ *To* _____

List two references and their relationship to you.

Name	Name
Address	Address
City, State, ZIP	City, State, ZIP
Relationship	Telephone
	Relationship

In Case of Emergency, please notify:

Name and address of person to be notified (not living with you)	Relationship	Telephone
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- *I certify that I have willfully provided all information on this application and it is true and accurate.*
- *I understand that the information provided is required under the authority of Menominee County Board of Commissioners for the safety and well-being of all persons who utilize public campground facilities and this information will become public record.*
- *I understand that a criminal history check may be obtained prior to my appointment as a Volunteer Campground Host.*
- *I understand that once I have accepted a host assignment, I cannot change my assignment and will provide notice should I/we need to leave.*
- *I agree to abide by State and Federal laws and Menominee County policy which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, marital status, height, weight, or disability.*
- *I further certify that I have read, understand, and have signed the Volunteer Release and Waiver of Liability.*
- *I further certify that I have read, understand and agree to abide by the Campground Host-Volunteer Program Policy.*

Applicant's Signature	Date	Co-Applicants Signature	Date
Applicant's Shirt Size		Co-Applicant's Shirt Size	
S	M	L	1X
2X	3X	S	M
		L	1 x
			2 X
			3 X

Confirmed Dates of Assignment:

Park Supervisor Signature:

Criminal History Check completed and Volunteer is approved

Date:

VOLUNTEER CAMPGROUND HOST APPLICATION

Applicant's Name		Retired? Yes NO		Co-Applicant's Name		Retired? Yes No	
Address				Address			
City, State, ZIP				City, State, ZIP			
Telephone		E-Mail Address		Telephone		E-Mail Address	
Occupation (current or past)				Occupation (current or past)			
Drivers License Number and State of Issue		Date of Birth		Drivers License Number and State of Issue		Date of Birth	
Have you attended training for Volunteer Campground Hosts? No Yes If Yes. Date of				Have you attended training for Volunteer Campground Hosts? NO YES If Yes. Date of Training			
Have you served as a Volunteer Host before? No Yes If Yes. where?				Have you served as a Volunteer Host before? No Yes If Yes. where?			
Dates served				Dates served			
What special talents/interests do you have?				What special talents/interests do you have?			
Have you ever been convicted of a felony or misdemeanor? No Yes - If Yes, what				Have you ever been convicted of a felony or misdemeanor? No Yes - If Yes, what and when?			
Are you currently charged with a felony or misdemeanor? No Yes - If Yes, what and when?				Are you currently charged with a felony or misdemeanor? No Yes - If Yes, what and when?			
List names of all family members (in addition to Applicant and Co-Applicant) who will reside full time on the campsite.							
Will any pets reside with you? If so what kind? Dogs- How many? ____ Cat - How many? ____ EI Other (specify) ____ - How many? ____ No Yes							
What kind of camping equipment will you use? <input type="checkbox"/> Tent <input type="checkbox"/> Motor Home <input type="checkbox"/> Trailer/Camper				Size/Length of Unit			

CAMPGROUND HOST ACTIVITY REPORT

Period Dates _____ to _____

<p>***Daily Host Activities — Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.</p> <p>This form should be kept during your assignment and turned in at the end of your term. It should be available upon request.</p> <p>**Number of Contacts — Totals should be for the day, not just for your activities or events.</p> <p>***Daily Host Activities — Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.</p> <p>**Daily Host Activities (<i>Identify category or type of activity performed</i>)</p> <p>Sunday:</p>	<p>SUNDAY</p> <p>MONDAY</p> <p>TUESDAY</p> <p>WEDNESDAY</p> <p>THURSDAY</p> <p>FRIDAY</p> <p>SATURDAY</p> <p>TOTALS</p>	<p>*NUMBER OF CONTACTS</p>
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Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday: