



Parental/Guardian Volunteer Consent Form

As parent or guardian of the minor child named below, I approve of the following policies and agreements on his/her behalf in accordance with volunteering with the Minnesota Department of Natural Resources.

Volunteer Guide to Department Policies

The information below provides an overview of department policies and available resources for new volunteers. The policies are designed to maintain a respectful and productive work environment for you, your fellow volunteers, and the many Minnesotans who rely on your services.

Equal Opportunity

Under state law, the DNR is committed to ensuring that no person will be discriminated against on the basis of race, color, creed, religion, national origin, sex, sexual orientation or status with regard to public assistance in any DNR public service and strives to develop a volunteer pool that reflects the diversity of the public it serves.

The DNR also prohibits discrimination, under the Americans with Disabilities Act (ADA), against qualified persons with disabilities in all of its programs, services, and activities and will make reasonable modifications, upon request, to ensure equal opportunity for access and participation.

Code of Ethics

Because of the special nature of public employment, there are specific legal guidelines for ethical behavior by state employees. The *Code of Ethics for Employees in the Executive Branch* (M.S. §43A.38) forbids those of us working for state agencies from using our jobs for personal benefit. This means we may not use equipment or information available to us because of our jobs for personal gain. In addition, we may not accept gifts, favors, or any other compensation offered to influence or as additional payment for performance of our job duties. The DNR expects the same conduct of volunteers.

Data Privacy and Confidentiality

All information collected by the State is covered by the Minnesota Government Practices Act (M.S. § Chapter 13). The Act regulates the collection, creation, storage, maintenance, dissemination, and access to the data. For example, some of the information collected on you as a volunteer is private such as your home address, telephone number, and email address. Private data is only accessible by those who have a statutory right to it or those to whom you give permission to see it. Those who are allowed access to your private data include DNR staff who have a business need to know and anyone authorized by law.

E-mail and the Internet

The DNR provides e-mail, Internet access, and web browsers for employees and volunteers whose job performance is enhanced by the use of such technologies. Volunteers should be respectful, courteous, and reasonable in their communications with others when using e-mail and the Internet. These tools are designed for work-related activities – inappropriate use may subject a volunteer to termination.

Harassment and Discrimination

The DNR strives to create and maintain an environment where mutual respect and dignity of, and by, all employees and volunteers is an expected work behavior. Our policy is that any work-related harassment is unacceptable and will not be tolerated. If you believe you have been harassed or discriminated against, contact your volunteer supervisor, or the DNR Human Resources Office immediately.

Volunteer Safety and Worker's Compensation

Worker's compensation provides payment of reasonable medical and rehabilitation costs to volunteers who suffer a work-related injury or illness. If you are injured while volunteering, report the injury as soon as possible to your volunteer supervisor. If medical attention is required, go to the managed care clinic designated for your worksite. If you are injured in the field and are not near your designated managed care clinic, call CorVel Corporation at 1-866-399-8541 to find the closest managed care clinic. Call 911 or go to the nearest emergency room if the injury is life threatening.

Violence Prevention

Whether you are volunteering at a desk or meeting with the public, the DNR is firmly committed to ensuring that you are provided with a safe work environment. Verbal and nonverbal threats or acts of violence by DNR volunteers or employees towards other volunteers, staff or the public, or by the public towards you, are not tolerated. If you are the victim of, or witness an act or threat of physical violence or one that jeopardizes your personal safety, contact your volunteer supervisor and 911 immediately.

Alcohol and Drug Use

Drug dependencies and alcoholism are significant social problems that can make your worksite less safe and productive. The DNR has a responsibility to maintain a workplace that is drug-free. Reporting to volunteer or operating state equipment or vehicles while under the influence of drugs or alcohol is not permitted. If you are taking medically-authorized drugs that will affect your ability to work, notify your volunteer supervisor.

Weather and Other Emergencies, Use of State Vehicles

Talk with your volunteer supervisor about the emergency notification procedures in your work area. If you will be using a state vehicle, talk with your volunteer supervisor about procedures and guidelines for its use.

DNR Workplace Behaviors

Developed by a cross section of your peers, this set of guidelines defines how we relate to our coworkers and clients. The DNR Workplace Behaviors are:

We are open and honest: We communicate with those who need it, credit those who deserve it, and acknowledge mistakes.

We respect others: We treat others as we wish to be treated, acknowledge divergent views, involve customers and staff appropriately in decision processes, share decisions and rationale promptly.

We work together: We take pride in our careers, function professionally, and embrace innovation.

We respect departmental process: We support decisions, work within department systems, and strive continuously to improve those systems.

Activity Agreement

I have read, understand and agree to abide by the terms of the volunteer agreement(s) I have signed up for online or on paper.

Talent Release Form

I give permission and rights to the State of Minnesota and the Department of Natural Resources (DNR) to record my performance and to use images of me, my performance and my sounds. I understand that this use includes the rights to reproducing, publishing, publicly displaying, distributing, licensing, and assigning said recordings together with the copyright to these recorded images in all formats.

I authorize my name to be used in connection with all uses of these recorded images and sounds. I understand that I will not be paid for any of the uses of these recorded images and sounds.

I waive all rights to inspect, approve or control how these recorded images and sounds will be used by the State of Minnesota and the DNR.

I understand that the State of Minnesota and the DNR will not intentionally distort or misrepresent these images and sounds in use of them.

I agree to not sue and to hold harmless the State of Minnesota and its officials, employees, contractors and licensees from any claims or damages arising from use of these recorded images and sounds of me and my performance.

Motor Vehicle Record Review

If assigned driving duties of a state vehicle as part of my volunteer position, I authorize the DNR to obtain my Motor Vehicle Record (MVR) from any state where I have held a driver's license in the past 5 years. I also understand that my MVR will be obtained and reviewed annually.

Release of Intellectual Property Rights

All right, title, and interest in all intellectual property which may be conceived or originate, either individually or jointly by others, and which arises out of the performance of my activities with the DNR, will be the property of the State of Minnesota and must be assigned to the State. I also agree, upon

request of the State to execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights and patents on such materials. Works of authorship created by me in the performance of my activities with the DNR shall be considered "works made for hire" as defined in the U.S. Copyright Act.

I HAVE READ THIS DOCUMENT, UNDERSTAND AND AGREE TO ITS CONTENTS ON BEHALF OF MY MINOR CHILD.

NAME	CALENDAR DATE
Minor Volunteer's Name (First, Last)	Date
Parent or Guardian's Signature	Date