

BABY BIRD FEEDER VOLUNTEER

INFORMATION FOR GUARDIANS OF VOLUNTEERS UNDER 18

Dear Parent or Guardian:

If you are receiving this document, you must be the parent or guardian of one of the baby bird feeder volunteers for the Wildlife In Need Center. We feel that it is important for you to know what our volunteers are told during training, and ask that you read the following information carefully. Thank you for arranging your schedule to ensure that our baby birds always have caretakers. We hope this experience will be both fun and educational for your child, and we welcome any questions or comments about our baby bird feeding program.

RULES

Children ages 12 and 13 **MUST** be accompanied by an actively participating parent/guardian at all times. Children over 14 need not be accompanied by an adult, but parents/guardians are still welcome volunteer. Friends and relatives are not allowed to assist or visit with a Baby Bird Feeder, unless they have attended the Baby Bird Feeder Orientation and been formally trained by a trainer. Remember that the animals at the Center need a quiet and stress-free environment in order to recover, including as little human contact as possible. For that reason, MP3 players, iPods, radios, video games or other electronics are not allowed in the Animal Care Building. Cell phones may be carried, but *must* be silenced or put on vibrate. **All cell phone use inside the clinic, including text messaging is restricted to the kitchen.** The house "Quiet Rule" will be respected at all times. Those not respecting this rule will be politely reminded of its importance, and may be asked to leave if a problem persists.

Important: Baby birds are **NOT** pets and should not be petted, played with, or handled unnecessarily. Any changes in diet, caging, or care must first be approved by Animal Care Staff.

Baby Bird Feeders must check-out with Staff at the end of their shift. They are not allowed to wander off the grounds during their shifts, or disturb animals in other areas of the facility. Volunteers are instructed to **NEVER** put fingers into any cages other than those of the baby birds. Food and drinks must be stored in the "People Food" refrigerator in the shed, not in the kitchen refrigerators with the animal food. Eating and drinking is allowed at the volunteer table in the kitchen, or outside at the picnic table. **DO NOT** eat or drink in the Baby Bird Room. When working with wild animals, it is important to wash your hands often!

VOLUNTEER SHIFTS

Currently the Wildlife In Need Center is located at W340 S2383 Hwy C, Oconomowoc, one mile south of Hwy 18. In June we will be moving to our new building at the UW-W Field Station at W349 S1480 S Waterville Rd, Oconomowoc, WI 53066, south of Hwy 18. We will notify volunteers of our exact moving date as construction reaches completion. Please call (262) 968-5075 if you need directions. When volunteers cannot make an assigned shift, they should call the Center as soon as possible. The Center is open 7 days a week, and has 3 shifts per day:

Morning shift: 8:30am – 1:00pm

Afternoon shift: 1:00pm – 5:30pm

Evening shift: 5:30pm – 9:30pm

It is recommended that volunteers sign up for the same shift on a weekly basis (e.g. every Thursday afternoon). This makes scheduling easier and ensures consistent care for the birds. Volunteers may sign up for more than one shift per week. At times there may not be enough shifts available for all who are interested. In this case, volunteers will be placed on a call list and contacted when a position is open. If a volunteer has a friend or family member they wish to work with, please indicate this on the Emergency Contact & Shift Availability Form.

ATTENDANCE

Because baby birds need constant care, volunteers are asked to please be present and on time for their assigned shift. We understand that illness or family events can require a shift or two to be missed over the course of the summer. If a volunteer is ill, or an unforeseen event occurs where they are unable to make their shift, please contact the Center at (262) 968-5075. Vacation or time off requests should be submitted to the Baby Bird Feeder scheduler, via the Request Off box.