

**L.C. WINDMILL, INC.**

130 E. MAIN ST., P.O. BOX 182

LITTLE CHUTE, WI 54140

920-788-2629 / littlechutewindmill@gmail.com

Dear Volunteer,

Thank you for your interest in being a volunteer at the Little Chute Windmill. L.C. Windmill, Inc. recognizes that volunteers provide valuable services, which benefit our community and the participants.

Because the safety and well-being of youth visitors and participants in our programs is paramount, L. C. Windmill, Inc. has established a Volunteer Policy. All interested volunteers will be required to complete and return a Volunteer Application (enclosed). Background checks will be conducted prior to the first time the individual volunteers, and L.C. Windmill, Inc. reserves the right to conduct additional background checks periodically thereafter.

**Please make sure to fill in all required information on the form.**

If you have any questions, please feel free to call me at 920-788-2629.

Sincerely,

L.C. Windmill, Inc.

Jay Van Stiphout  
Executive Director

## **L.C. WINDMILL, INC. VOLUNTEER POLICY**

L.C. Windmill, Inc. recognizes that volunteers provide valuable services which benefit our community and participants. Volunteers may come from all backgrounds and all age groups and may include any community members willing to give their time to help participants. The Windmill welcomes and encourages the use of volunteers and the following policy is therefore established.

### **GENERAL RULE**

The safety and well-being of participants and visitors to the windmill and visitor center is paramount. Therefore, L.C. Windmill, Inc. may conduct background checks on all volunteers who work directly with and/or have access to participants. Background checks will be conducted prior to the first time the individual volunteers at the facility and L.C. Windmill, Inc. reserves the right to conduct additional background checks periodically thereafter.

Windmill and visitor center volunteers are expected to abide by all applicable laws, Village policies, and administrative procedures when performing their responsibilities.

### **PROCEDURES**

A volunteer applicant may be denied for work in the facility based upon the applicant's arrest and conviction record if the applicant has been convicted of a crime (unless duly pardoned) or if the applicant has been a law offender. For purposes of this procedure, a "law offender" is generally considered to be an arrest or conviction of which is substantially related to the volunteer activity within five (5) years immediately preceding the application. Volunteer positions are privileges (not rights) granted by L.C. Windmill, Inc. L.C. Windmill, Inc. reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny, terminate, or not renew a volunteer position. Any person that has been convicted of a felony (unless duly pardoned) or any sex related offense will be cause for automatic denial.

# Volunteer Application

## Personal Information:

Full Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_  
*(write birth name, not nickname)*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

E-Mail: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
*(required for background check)*

1. Have you lived in any states other than Wisconsin? Y\_\_\_ N\_\_\_  
If yes, please list them. \_\_\_\_\_
2. Have you ever been convicted of a felony? Y\_\_\_ N\_\_\_

Position: Greeter\_\_\_ Tour Guide\_\_\_ Miller\_\_\_ Facilities Management\_\_\_

**For the safety and well being of all our visitors and participants,  
all potential volunteers will undergo background checks.**

*NOTE: A conviction record or pending arrest record does not constitute an automatic bar to volunteering and will be considered only if there is a substantial relationship to the circumstances of the particular position.*

### Read carefully before signing

I certify that all answers to the above questions are true and complete and authorize L. C. Windmill, Inc. to use the information I have provided for a background check. I understand that falsification of, or omissions from this form may result in disqualification or removal from a volunteer position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RETURN COMPLETED APPLICATION TO:**

**L.C. Windmill Inc.**

**P.O. Box 182**

**Little Chute, WI 54140 or [littlechutewindmill@gmail.com](mailto:littlechutewindmill@gmail.com)**