

# Three Sisters Park Volunteer Registration – 2011

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

Address: \_\_\_\_\_ Secondary Ph: \_\_\_\_\_

City, St., Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Volunteer Age (circle one): Under 12      12 - 13      14 - 15      16 - 17      18 - 20      21 + Age \_\_\_\_\_

In case of Emergency please contact: \_\_\_\_\_

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

Address: \_\_\_\_\_ Secondary Ph: \_\_\_\_\_

City, St., Zip: \_\_\_\_\_

Please check organization (and list if needed) that you are volunteering for.

I am Volunteering for **Three Sisters Park**

I am Volunteering for \_\_\_\_\_  
Organization you are volunteering for.

## Waiver & Release of all Claims and Assumption of Risk

Please read this form carefully. Be aware that in signing and volunteering at Three Sisters Park, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages, or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services.

As a volunteer for Three Sisters Park or the parent/guardian of a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers and I voluntarily agree to assume full responsibility of any injuries, including death, damages or loss which I or my minor child may incur on account of participation as a Three Sisters Park volunteer.

I do hereby fully waive, release and discharge Three Sisters Park/SLG Cohen Foundation, Inc. (Including its board members, officers, employees, volunteers and agents) from any and all claims from injuries, including death, damage or loss which I or my minor child/ward may have or which may accrue to me on account of participation in the volunteer program.

In the event of an emergency, I authorize Three Sisters Park officials to secure from any licensed hospital, physician and/or medical personnel or Good Samaritan first aid providers, any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand the above details of the volunteer program waiver and release all claims and permission to secure medical treatment. If registering online or via fax, your online facsimile signature shall substitute for and have the same legal effects as an original signature form.

In addition, I hereby consent to the use of my photograph or the photographs to my minor child in Three Sisters Park brochures, publications, slide presentations, etc.

I have also read and understood the "Spider Hill Age Requirements, Policies & Procedures For Volunteers".

Signature of Volunteer Participant: \_\_\_\_\_

I, the parent/legal guardian of \_\_\_\_\_

do hereby consent to \_\_\_\_\_ to act as

guardian of my child during their time at Three Sisters Park. Date: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

# Spider Hill 2011 Volunteer Information

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

Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Volunteer Age (circle one):      Under 12      12 - 13      14 - 15      16 - 17      18 - 20      21 + Age \_\_\_\_\_

Please check organization (and list if needed) that you are volunteering for:

I'm Volunteering for **Three Sisters Park**

I'm Volunteering for \_\_\_\_\_  
\*Organization you are volunteering for.

\*Contact person of organization \_\_\_\_\_

Please check positions that you are interested in volunteering at Spider Hill?

- |   |  |
|---|--|
| <input type="checkbox"/> Costumed Actor                           | <input type="checkbox"/> Behind Scene Fright Operator    |
| <input type="checkbox"/> Tractor Driver                           | <input type="checkbox"/> Ticket Taker                    |
| <input type="checkbox"/> Ticket Sales                             | <input type="checkbox"/> Costume Assignment to Actors    |
| <input type="checkbox"/> Security (must be 21 years of age)       | <input type="checkbox"/> General Store Merchandise Sales |
| <input type="checkbox"/> Workers Hospitality (feeding volunteers) | <input type="checkbox"/> Clean-up during Spider Hill     |
| <input type="checkbox"/> Children's Games                         | <input type="checkbox"/> Grounds Clean-up next day       |
| <input type="checkbox"/> Face Painting                            | <input type="checkbox"/> Costume Care (mending/laundry)  |
| <input type="checkbox"/> Construction/Set-up of Scares            | <input type="checkbox"/> Set-up/Teardown/Maintenance     |

Other: \_\_\_\_\_

Please circle all dates on which you may be able to volunteer:

- |                 |                   |
|-----------------|-------------------|
|                 | Saturday, Oct. 1  |
| Friday, Oct. 7  | Saturday, Oct. 8  |
| Friday, Oct. 14 | Saturday, Oct. 15 |
| Friday, Oct. 21 | Saturday, Oct. 22 |
| Friday, Oct. 28 | Saturday, Oct. 29 |

Return to Volunteer Coordinator:

Frances Sparks

Cell Phone: (309) 253-4812    Work: (309) 274-8837  
E-mail: [fperkins@threesisterspark.com](mailto:fperkins@threesisterspark.com)

Three Sisters Park  
17189 N. Route 29  
Chillicothe, Illinois 61523

## **SPIDER HILL HAUNTED ATTRACTIONS AGE REQUIREMENTS**

### **HAUNTED ATTRACTIONS**

In order to work unsupervised in a Haunted Attraction, the individual must be at least 16 years old and a junior in high school. Students who are freshmen or sophomores in high school and not yet 16 years old may work in the Haunted Attractions, but must be under the direct and constant supervision of one adult for every 2 students. It is the responsibility of the sponsor organization to pair-up the students and adult (over the age of 21) and inform the volunteer coordinator. Three Sisters Park will not arrange for pairings. Anyone who is not at least a freshman in high school can not work in the Haunted Attractions unless directly accompanied and supervised at all times by one of their parents or their legal guardian.

### **SECURITY, ROAMERS; TICKET HANDLERS**

All individuals working as security, a roamer, or as a ticket handler must be an adult (over 18 years of age). Furthermore, no high school students are allowed, there are no exceptions. The security supervisor is R.E.A.C.T.

Absolutely no students can be substituted for adults previously assigned to work as security, a roamer, or as a ticket handler. Any student who appears as a substitute for an adult will be sent home and the group will receive a double penalty. Please make sure that all security, roamers, and ticket handlers understand this rule and the substantial penalty that will be imposed if they violate it.

### **SUBSTITUTIONS**

For the Haunted Attractions, all substitutions must be made not less than 24 hours before the scheduled day. Workers who are unable to appear should call their group leader so that a substitute can be found. The group leader must notify volunteer coordinator Frances (253-4812) so that adjustments to the schedule can be made.

When making substitutions for the Haunted Attractions, it is not permissible for a younger student to be substituted for an adult or older student (i.e. can not substitute a sophomore or junior for a senior).

### **EXCEPTIONS**

The Spider Hill Board reserves the right to make any exceptions to any of the above rules.

## **SPIDER HILL POLICIES & PROCEDURES FOR VOLUNTEERS**

ALL VOLUNTEERS MUST READ THIS DOCUMENT AND SIGN WAIVER & RELEASE FORM STATING YOU HAVE READ AND UNDERSTAND THE AGE REQUIREMENTS, POLICIES & PROCEDURES FOR VOLUNTEERS. NOT FOLLOWING THESE POLICIES (EVEN IF YOU HAVE NOT DONE IT IN THE PAST) COULD RESULT IN DISMISSAL AND/OR HEAVY MONETARY PENALTIES TO YOUR SPONSORING ORGANIZATION. WE CAN NOT GUARANTEE A SPECIFIC JOB ASSIGNMENT BUT, WE WILL TRY TO HONOR SPECIAL REQUESTS. THANK YOU AND LETS ALL HAVE ANOTHER FUN AND SAFE YEAR AT SPIDER HILL.

1. **HOURS:** All volunteers must report to assignment area by 6:00 p.m. on your schedule night to volunteer.  
**NOTE:** The attractions open at 7:00 p.m. and the box office closes at 11:00 p.m. However, actors must arrive at the time above for assignments, make-up, costumes, and any final instructions. We close attractions when the last of the people in line have gone through the attraction. You may be asked to work after 11:00 p.m. on busy nights so that we can get all people through the lines to see the attractions. Costumes and face painting will be available at 5:30 if you want to arrive early to avoid the lines.
2. **CAN'T MAKE IT:** If you have volunteered to work a certain night and 'something comes up,' please find a replacement. If you cannot find a replacement, phone your group leader **NOT LESS THAN 24 HOURS BEFORE YOUR SCHEDULED NIGHT.** If you have committed to work a certain night and do not appear, it places an extra burden on the other workers. Please do your best to appear on those nights for which you have committed. **IF YOU DO NOT APPEAR WHEN SCHEDULED AND DO NOT CALL TO CANCEL AT LEAST 24 HOURS AHEAD OF TIME, YOUR ORGANIZATION WILL BE PENALIZED WHEN CONTRIBUTION IS MADE TO IT.** Please call your group leader first – do not call Frances or Three Sisters Park. They do not have replacement workers and a call to them alone may still result in a penalty if it is less than 24 hours before you are scheduled.
3. **REGULAR WORKERS PARKING:** All workers are requested to park their car on the West side, bottom of the lot immediately behind the Pavilion. Only volunteers working that night may use this lot. At all other times you must use the public lot in the front field. To reach the volunteer lot, use the North entrance to the Park and follow the road around to the "T" intersection just past the historic house and office building. Take a right at the "T" then a quick left into the volunteer lot.
4. **VOLUNTEER ENTRANCE AND AREAS:** The only door that you may use to enter and exit the volunteer area is located in the center of the back wall of the Pavilion annex. All volunteers must proceed directly to and enter that door and sign in the volunteer's room down the hall. Once checked in the volunteers must stay in the volunteer room or the designated volunteer area on the fenced in front lawn. Volunteers may not mingle with the public or hang-out in the Pavilion or back lot. Violations could result in volunteers being asked to leave and/or the donation to the sponsor organization being penalized.
5. **ASSIGNMENTS, CLOTHING/COSTUME:** When you check in you will be given your work assignment. If you are working as an actor please proceed to your assigned attraction (Massacre Mansion Haunted House, Trail of Terror Walking Trail, and Haunted Express Riding Trail) costume area to receive costume for your specific scare. If your assigned costume does not come with a mask or face cover please proceed to the make-up station for face make-up to complete the costume. Please wear **DARK, WARM, CLOTHING IF YOU WORK IN THE ATTRACTIONS.** The attractions are not protected from the weather. The darker your clothing, the better! If you wear a costume, please use common sense (i.e. no high heels or short skirts, etc.). All personal costumes must be approved by Frances, the volunteer coordinator or the head of the attraction you are working prior to being allowed. We recommend that you bring several layers of clothing so you are ready for changing temperatures and prepared to work all spots.
6. **PROBLEMS:** Some volunteers will be issued a flashlight. Please do not use the flashlight, cell phone lights or any other light source more than necessary. Unnecessary light ruins the effectiveness of our creation. If you encounter a 'rowdy customer,' please contact the head of the attraction or security immediately. You are not to take any action personally against any rowdy customer. However, "Bad Eggs" must be removed by our security staff and will be taken care of immediately once you report it to the proper official.
7. **BREAKS AND REFRESHMENTS:** **PLEASE DO NOT LEAVE YOUR ASSIGNED AREA UNATTENDED.** If you need a break from working a scare or to go to the bathroom, someone must cover that area till you return so you must keep the break short. The break area is in the volunteer check-in room or the designated volunteer area on the fenced in front lawn. Snacks and beverages will be brought to you midway through your work night and additional beverages will be brought to you as needed. You will have time to eat and drink between groups coming through to be scared. Please place your trash in the hidden trash receptacles. A small meal is available in the volunteer room at the close of attractions, after checking out for the night and turning in your costume.

**8. VISITING WHILE ON BREAK:** It is not permissible for you to visit with other people who are working while you are on your break. You can visit with those that are also on break in the break area, but not anywhere with someone who is working. Do not visit other attractions or events while on break. Violators will be asked to leave and the sponsor organization will be penalized!

**9. EMERGENCY EXITS AND SECRET PASSAGE WAYS:** Please be familiar with their locations. It is much quicker to use them to get through the attractions and they are essential in an emergency. Please do not use the public pathways and hallways to get to the volunteer areas or other parts of the attractions. You will be shown volunteer routes prior to working and those routes must be used.

**10. TOUCHING:** Please do not touch any of our customers. There is no need to touch them – the element of surprise is your best tactic!

**11. NO SMOKING! NO LIT LIGHTERS! NO MATCHES! NO SMOKING! NO SMOKING!** Please do not do any of the above in any attraction or public area. If you need to smoke, please go outside the volunteer room to the designated volunteer area on the front fenced in lawn. Smoking by volunteers is absolutely prohibited in all other areas.

**12. END OF NIGHT:** Before you leave each night, please turn in any costumes and/or other equipment you have been given. Please don't forget to turn in EVERYTHING. If you fail to turn in something, your group will be charged the retail value of it. At the end of the season, the deduction will be made from your group's donation. Make sure you sign out so your work hours get registered!

**13. JUST WALKING THROUGH:** Please use the passageways and routes you have been given. If you have to walk through an attraction while we are in operation, please do not enter the area before making sure that the "coast is clear." If you walk into a room when Customers are passing through, you will ruin the entire effect. Please look before you enter!

**14. FREE TICKETS:** Each volunteer is entitled to receive one (1) free pass for every full night that they volunteer. The free pass can be used for admission to any of the Spider Hill attractions. In keeping with past practice, the free passes may be utilized only by the volunteer worker and their immediate family members. Passes will be given out when you check-in your costumes and/or other equipment and check-out at the end of the night. No passes will be given out at any other time so, you must check-out in the volunteer room at the end of the night or no pass will be issued.

**15. INJURIES:** If you encounter anyone that has been injured, please keep them with you and contact either Security or a Spider Hill employee to report the injury immediately. No injured party is allowed to leave the premises until they have talked to a Spider Hill employee.

**16. TELEPHONE: OUR NUMBERS OUR:** Three Sisters Park 309-274-8837  
Volunteer Coordinator and Riding Trail; Frances - 309-253-4812  
Haunted House; Chris – 309-253-2357 Walking Trail; Sandi – 309 - 657-0938 Debbi - 309-256-6765  
Box Office; Nancie – 309-360-7806 THE TELEPHONES ARE FOR EMERGENCY USE ONLY!

**17. DESIGNATION OF GROUP:** All workers must identify the group for whom they are working when they check-in each night. Anyone who fails to check-in and designate their group at that time will be considered a general volunteer for the Park and no credit will be given to your sponsoring group for your hours worked. All groups designated must have been approved for providing this year's volunteers prior to opening night.

**18. CUSTOMER REFUNDS:** NO!! If after purchasing a ticket the customer cannot use it that night the ticket may be used on one of the other open nights. No refunds are given!

**19. CELL PHONE USAGE:** Workers are not allowed to use their cell phones while they are working at an attraction. If you are caught using your cell phone, you may be asked to leave and your group will be penalized!

**20. NO BOOZE / NO DRUGS:** Spider Hill has worked hard to promote its site as a family entertainment facility. Alcohol and illegal drugs are strictly prohibited. If you are working at the site, you may not use alcohol or illegal drugs before coming to the site or while at the site. A violation of this rule will subject you to immediate dismissal and your group will be penalized.

**21. STAY IN CHARACTER:** When you are working in a haunted attraction, please always remain "in character" when you are in view of the public – even if you are on your way to the volunteer break area. Never "break character" in public. The only time you can break character is if you are in the break area. That means no talking with your friends or "clowning around" when you are in view of the public.

**22. YOUR CHILDREN:** It is not permissible to bring your children with you while you volunteer your time. While you are on site we would like you to be able to devote your full attention to our paying patrons. Thank you for your cooperation in this regard.

**23. PACK IT UP AND COOK OUT:** SUNDAY, OCTOBER 30<sup>TH</sup> from 9:00 a.m. to 4:00 p.m. will be busy taking down and packing away all the out side props used during Spider Hill. We will have a cook-out during the day with the Park providing food and drink. Volunteers are invited to come out and help. It is a fun day to socialize with friends while getting Spider Hill packed away for the season.

**THANK YOU FOR YOUR SUPPORT. Without you Spider Hill would not be the success that it is!!!**

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### Spider Hill 2011 Volunteer Reminder

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

Please circle all dates you said you may be able to volunteer at Spider Hill:

- |                                  |                                    |
|----------------------------------|------------------------------------|
|                                  | Saturday, October 1 <sup>st</sup>  |
| Friday, October 7 <sup>th</sup>  | Saturday, October 8 <sup>th</sup>  |
| Friday, October 14 <sup>th</sup> | Saturday, October 15 <sup>th</sup> |
| Friday, October 21 <sup>st</sup> | Saturday, October 22 <sup>nd</sup> |
| Friday, October 28 <sup>th</sup> | Saturday, October 29 <sup>th</sup> |

Spider Hill at Three Sisters Park Volunteer Coordinator: Frances  
Work phone: (309) 274-8837 Cell Phone: (309) 253-4812 E-mail: [fperkins@threesisterspark.com](mailto:fperkins@threesisterspark.com)