Friends of the Domes

Volunteer Orientation and Training Packet

Mitchell Park Horticultural Conservatory (The Domes)
524 South Layton Boulevard (27th Street)
Milwaukee, WI 53215-0793
414-257-5600 (Domes during Business Hours)
414-257-5611 (Domes Automated System – After Hours)
Hours: 9-5pm Monday-Friday; 9-4pm Saturdays, Sundays and Major Holidays
www.CountyParks.com

414-257-5608 (Friends Main Office Number)
414-257-5606 (Gifts Under Glass Gift Shop)
www.MilwaukeeDomes.org
Facebook: The Milwaukee Domes
Twitter: #MilwaukeeDomes
Instagram: MilwaukeeDomes

Carrie Kelroy, Volunteer Coordinator
Carriekelroy.fod@milwaukeedomes.org 414-331-6948
Noel Marsho, Special Events Coordinator
Noelmarsho.fod@milwaukeedomes.org 414-839-4522
Holly Brockman, Assistant Special Events Coordinator
Hollybrockman.fod@milwaukeedomes.org
AGENDA

❖ Welcome by Doris Maki, Carrie Kelroy, Noel Marsho, Holly Brockman and Paula Zamiatowski (10 min)
  ▪ Tour FOD Volunteer Handbook – Carrie, Noel and Holly - 30 min
    o Welcome Letter from President and Director
    o FOD Code of Conduct and Dress Code – Sign Agreement
    o Volunteer Opportunities
    o FOD Application and Interest Forms – Complete before Leaving

❖ Safety, Logistics and Emergency Procedures – 20 min
  ▪ Safety First
  ▪ Logistics: Front Desk – Communication Center – Lost and Found
    o First Aid Kit, Ice Packs and AED Machine (mounted on wall)
  ▪ Emergency Procedures – Evacuation Plan, Exit A and Rally Location

BREAK (5 min)

❖ Facility Tour – 45 min
  ▪ Greenhouse Complex
  ▪ Evacuation Plan B Exits and Tornado Shelter Area

❖ Completion of FOD Volunteer Training Survey and Interest Form before Departure - 5 min
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   c. MPHC Staff, Friends of the Domes (FOD) Office and Board of Directors

3. MPHC and FOD Mission
   a. FOD Membership Benefits
   b. FOD Volunteer Code of Conduct Agreement, Dress Code, Expectations and Articles

4. Ways You Can Volunteer
   a. FOD and MPHC Event Opportunities
   b. Education Center Programming and Opportunities
   c. FOD Forms: Volunteer Application, Interest Survey Form, Volunteer Log – Keep Track!

5. Workplace Safety
   a. Proper Body Mechanics and Safety Guidelines
      i. Safety Violations and Safety Scramble
   b. Emergency and Evacuation Plan
      i. RACE and PASS
      ii. Domes Complex Map – Know Emergency Exits and Shelter!

6. Handouts (in packet folder)
   a. FOD Brochures and Other Handouts
   b. MPHC Brochures, Calendar of Events, Maps, Helpful Customer Service Articles
Dear Volunteer,

Welcome to the Friends of the Domes volunteer program and the Mitchell Park Horticultural Conservatory, also known as the Mitchell Park Domes!

As a volunteer, you have become a valued member of a very dedicated team that provides the highest quality of service to all of our visitors. Through the generous gift of your time, talent and personal interests, you support our efforts both as a Friends of the Domes representative as well as a partner for the mission and work of the Conservatory. Without your efforts, our events, fundraising and programming could not be possible.

Please take the time to review this handbook and use it as a reference tool. It has been prepared to acquaint you with the Friends of the Domes operations, the volunteer program, as well as an overview of the Mitchell Park Domes.

It is important to love what you do, so make sure your volunteer assignment fits your interests and strengths. If you have any questions, please call Carrie Kelroy, Noel Marho or Holly Brockman.

Again, welcome aboard and thank you for choosing to share your time and energy with us!

Sincerely,

_______________________________                                   __________________________________
Roger Krawiecki                                                                          Doris Maki
President, Friends of the Domes  
Director, MPHC
Days of Fur Trading
Jacque Vieau, a French Canadian fur trader for North West Fur Company, established fur trading posts along the west coast of Lake Michigan; Kewaunee, Manitowoc, Sheboygan and in 1795, a Milwaukee post on top of a bluff overlooking the Menomonee Valley. This trading post and cabin became Vieau’s winter residence away from his permanent home outside Green Bay, Wisconsin. A stone monument marks this location at the highest vista in Mitchell Park. In 1818, Vieau gave the post to his son-in-law, Solomon Juneau, and daughter, Josette. Years later, Juneau would become Milwaukee’s first mayor.

The Mitchell Family and their Conservatory (1839-1890)
Alexander Mitchell moved from Aberdeen, Scotland to Milwaukee in 1839 and became the richest Wisconsinite. In 1848, Mitchell built his mansion on 9th and Spring Street (Wisconsin Avenue) with his wife, Martha Reed, from Vermont, and their home would grow as Mitchell’s fortune grew. In the late 1860s, Mitchell built the first horticultural conservatory with supporting greenhouses on his property which totaled 15,000 square feet. The Mitchell Family was known for sharing their greenhouse-grown flowers with nearby organizations until the mansion was sold. By 1876, Mitchell controlled the banking and insurance industry in Milwaukee in addition to owning the Milwaukee Railroad and was a member of Congress. Three years after Mitchell’s death, Mrs. Mitchell sold the mansion to the Deutscher Club which changed the name to Wisconsin Club during World War I.

Milwaukee Establishes Six Parks (1890-1891)
Approximately 30 acres of land was originally developed by Alexander Mitchell as a private park called Mitchell’s Grove overlooking the Menomonee Valley near Vieau’s original trading post. After Mitchell’s death 24.5 acres would be sold to the City of Milwaukee’s newly formed Board of Park Commissioners as one of the original park areas. These parks included Lake, Washington, Kosciuszko, Humboldt and Sherman. In 1890, five additional acres were donated by the Mitchell Family and the Park Commissioners would purchase 28.5 acres from the John Burnham estate. The park would increase to 63 acres with land from the railroad company originally owned by Alexander Mitchell and Jeremiah Milbank.

Mitchell Park Conservatory (1898-1955)
Henry C. Koch served with the 24th Wisconsin Regiment in the Civil War as General Philip Sheridan’s cartographic engineer. Koch’s journals and maps are now owned by Wisconsin Historical Society as record to various battlefields of the war. Once Koch returned home, he designed the Mitchell Park Conservatory along with the Milwaukee City Hall, Turner Hall, Pfister and 700 other buildings during his career. In 1898 construction began on the Conservatory under H.C. Koch and Company’s supervision. The structure paid homage to the Crystal Palace in London, England (1851-1936). Cyril Colnik, artist and blacksmith, created
elegant gates at the entry to the Conservatory, welcoming guests to stunning floral displays and plant collections until it was razed in 1955, making way for a modern, one-of-a-kind conservatory.

**Construction of Milwaukee’s Domes**

The Mitchell Park Horticultural Conservatory project began with a design competition that attracted 33 architects from all over the world. A traditionally-trained Milwaukee architect, Donald L. Grieb, won the competition with his futuristic design for three beehive-shaped (conoidal not geodesic) glass domes all connected by a lobby area. Each dome would be 140 feet in diameter at the base and 85 feet high, offering 15,000 square feet of growing space. Construction began in 1959 and proceeded in six stages. This allowed for the building to be paid in yearly appropriations, thus avoiding the cost of bonding. The total cost of this innovative project was $4.5 million when it was completed. The Floral Show Dome was completed in 1964, the Tropical Dome in 1966 and the Desert Dome in 1967. First Lady, Mrs. Lyndon B. (Lady Bird) Johnson dedicated the Mitchell Park Domes in the fall of 1965. The construction of the Domes coincided with the creation of the Milwaukee County Zoo and Milwaukee Public Museum.

The design of the structures permits over 85% of the available light to be transmitted to the plants through the quarter-inch thick wire-imbedded glass. With all this light, the buildup of heat in the summer months is drawn out with large exhaust fans. Each dome also has a complete air change in 3.5 minutes within the massive 750,000 cubic feet area. The clicking sounds heard within the domes are the expansion and contraction of the aluminum tubing as the temperature changes occur preventing the glass from breaking.

**Madagascar Plant Collection Installation**

On September 8th, 1984, a formal dedication with Mitchell Park Domes visitors, staff and guest of honor, Leon Rajaobelina, Ambassador of Madagascar to the United States, celebrated the newly installed Madagascar plant collection in the Desert Dome. Earlier, Madagascar Embassy aide, Jocelyn Rafidinario, helped Domes horticulturists install several of the plants from the island-nation in the Indian Ocean. One hundred twenty-five plants were installed with other small specimens being nursed along until large enough to plant in the Desert Dome. Today, this collection of xerophytic (without water) plants is thriving!

**Disaster Hits Menomonee Valley**

The tragic 2006 Falk Corporation blast didn’t shake the earth enough for the U.S. Geological Survey to take notice but it did register at UW-Milwaukee Geosciences Department on December 6, 2006. It was reported that the explosion could be felt as far north as Port Washington, south as Oak Creek and west as Muskego. The 61-acre complex is located on 30th and Canal Street just 1.7 miles west of the Mitchell Park Domes where you could feel the explosion which led to major glass replacement throughout the facility.

**Renovations and Upgrades – Beginning of a Renaissance**
During the summer of 2008, improvements were made during a remodeling of the lobby, restrooms, gift shop, education center, director’s office and front desk. As a result of a $500,000 donation, a new external and internal lighting system was installed. On November 5, 2008, Milwaukee’s Mitchell Park Domes welcomed visitors at the grand Re-Opening, with special guest, architect, Donald L. Grieb. The reopening revealed the new energy efficient LED lighting system and light show. This renovation began a renaissance of green initiatives that would follow including the gray water retention plaza and fountain system, native hybrid pollinator gardens, green roof and a Greenhouse Complex with gray water reuse system.
MONUMENTS IN MITCHELL PARK AND DOMES

STONE MONUMENT – HIGHEST POINT IN MITCHELL PARK: Up the hill from Mitchell Park pavilion you will find a plaque that reads, “On this site the first permanent fur trader Jacques Vieau, in 1795, built his cabin the first house in Milwaukee. Here also was the Crossing of the Green Bay-Chicago Trail. This tablet was erected under the auspices of the Old Settlers Club of Milwaukee County, 1925.”

STONE MONUMENT NEXT TO FLAG POLE: In memory of all men and women who so faithfully served God and their country in the wars of this nation. Dedicated by Collins – Meyer V.F.W. Post 2903 in 1943 and 1990. We remember veterans of foreign wars. Spanish American War 1898; WWI 1917-18; WWII 1941-45; Korean Ware 1950-53; Vietnam War 1964-1973.

STONE MONUMENT NEAR LAGOON: President, City Board and Councilman of Parks and Boulevards improvements/expansions: Daniel Erdmann, (Eighth Ward 1885-1886 – Common Council). This stone monument was erected by Mr. Erdmann’s daughter, Mrs. Emil F. Deuster in 1915. It read, “Park Commissioner from June 1, 1896 and President of the Board from June 1, 1899 to June 1, 1911.”


John L. Mitchell: STONE MONUMENT ON THE SOUTH SIDE OF THE PAVILION...It reads, “Mitchell Park, five acres of this park were donated to the public by former United States Senator, John L. Mitchell, a native and public spirited citizen of Milwaukee.”

INSIDE SHOW DOME: Cyril Colnik Iron Gates and 1898 conservatory bricks with sunken garden statuary.

INTERESTING HISTORY: Mitchell Landmarks outside Mitchell Park: Meadowmere: Marker #41, erected in 1955. The marker is located on the southwest corner of West Fillmore Drive and West Hayes Avenue, West Allis, WI 53219. The land covers the area of 5600-5698 West Fillmore Drive. This tract of land is where General William (Billy) Mitchell lived as a boy. The son of John Lendrum Mitchell, the namesake of Milwaukee County’s airport and widely known as the Father of the U.S. Air Force.

During the Mitchell family’s time on Meadowmere, a three-story Queen Anne style home was built on the land. After the death of General Mitchell’s mother, the Carmelite order acquired the home in 1938 and the mansion became Saint Joseph’s Home for the Aged. The 28-room house has been treated with respect and the parlor and dining room are unchanged since the time of the Mitchells. In 1976, the Mitchell family’s home, known as the Meadowmere mansion, became a historical landmark.
MITCHELL PARK DOMES UPDATES FROM MILWAUKEE COUNTY EXECUTIVE

The Mitchell Park Conservatory Domes have been an important and living part of Milwaukee’s history for more than 50 years. Though the overall structure of the Domes remains secure, the materials and technology used during construction are now outdated, and we’ve observed concrete debris falling in recent years. Despite proactive steps to address this condition in 2013 and 2014, this problem continues to occur. These conditions led to the decision to close the Domes until we can be certain that they are safe for our employees and for the public to enjoy. Our structural engineers are working on short-term options to contain the debris so that the Domes can be safely reopened.

In the face of the maintenance and operating needs, the County Executive has proposed and County Board has approved a study of long-term options for the Domes. The Domes are actually the second conservatory to be housed at Mitchell Park. Before the Domes, there was a Victorian style conservatory that, after about fifty years, wasn’t safe anymore and was replaced by the Domes. Now, about 50 years into the life of the Domes, we’re facing similar challenges. It is time for us as a community and County to have a conversation about the best way to invest in the next phase of the park. Because of the cultural significance of the Domes and the extensive, and likely expensive, investment that will be required, the community has a vital stake in this process. We are committed to an open and transparent process as we move forward.

* For other information including condition reports on the Domes, please visit Milwaukeedomes.org:

Additional Notes:
MITCHELL PARK DOMES AND GREENHOUSE COMPLEX STAFF

Managers

Doris Maki – Horticultural Services Director, 414-257-5601
Amy Thurner – Horticulturist-In Charge and Manager, 414-257-5612
Peter Lepkowski – Marketing and Manager on Duty, 414-257-5604

Domes Education

Paula Zamiatowski – Conservatory Interpretive Educator, 414-257-5603

Additional Notes:

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FRIENDS OF THE DOMES STAFF AND BOARD OF DIRECTORS

Friends of the Domes Staff, 414-257-5608

Sally Sullivan, Executive Director, 414-257-5629
Mary St. John, Gift Shop Financial Manager, 414-257-5608
Mary Philipp, Gift Shop Manager / Buyer, 414-257-5607
Deb Schiel, Membership & Resource Development, 414-257-5608
Carrie Kelroy, Volunteer Coordinator, 414-331-6948
Noel Marsho, Special Events Coordinator, 414-839-4522
Holly Brockman, Assistant Special Events Coordinator, 414-257-5608
Erica Putman, Adult Education Program Director, 414-257-5641

Friends of the Domes Board of Directors

Roger Krawiecki, President
Jeremy Guth, Vice President
Beverly Smiley, Treasurer
Peter Smiley, Recording Secretary
Connie Blair
Susan Ford
Barb Mangold
John Ohm
Mary Philipp
Marianne Schmid
Jack Smiley
Sally Sullivan
Karen Von Rueden
Tim Teske
Margaret Wittig

Friends of the Domes, Committee Chairs

Executive Committee  Roger Krawiecki
Events/Volunteers:  Sally Sullivan
Finance:  Beverly Smiley
Horticultural Education:  Erica Putman
Resource Development:  Karen Von Rueden
Governance  Peter Smiley

Additional Notes:
MITCHELL PARK DOMES AND FRIENDS OF THE DOMES MISSION STATEMENTS

Mitchell Park Horticultural Conservatory Mission Statement:

To provide the residents of Milwaukee County and their visitors a horticultural showcase featuring five changing floral shows per year, examples of tropical and arid flora displayed as naturally as possible, educational opportunities, cultural programs, horticultural information, and the protection of certain rare and endangered species.

Mitchell Park Horticultural Conservatory Purpose:

Within three unique glass structures, the Conservatory:

- Enables its visitors to reconnect with nature through interactions with five changing floral shows each year and living exhibits of the Earth’s tropical rainforests and deserts.
- Provides visitors and students educational opportunities with living exotic plants found nowhere else in Wisconsin.
- Provides specialized horticultural and botanical information for the public.
- Protects certain rare and endangered plant species from around the world.
- Serves as an important tourist destination for Milwaukee area visitors.
- Serves as a cultural resource through its concerts, festivals and special events.

Milwaukee County Greenhouses (MCGH) Mission Statement:

The MCGH is a production greenhouse that supports the Conservatory by growing crops for yearly seasonal five Show Dome displays, housing plant collections and providing backup inventory of both arid/desert and tropical plant collections. The MCGH also provides bedding plants for Boerner Botanical Gardens and stores tropical plant inventory over the winter season as well.

Friends of the Domes Mission Statement:

Friends of the Domes is a support group whose purpose is to enhance projects and programs in Milwaukee’s Mitchell Park Horticultural Conservatory.

WHEN YOU BECOME A FRIENDS OF THE DOMES MEMBER...
HERE ARE THE BENEFITS YOU WILL RECEIVE!

♦ Free admission to the Mitchell Park Domes during normal operating hours and regular admission, 365 days a year.

♦ Advance notice of special education activities, workshops, classes, exhibits and events.

♦ A 10% discount on all Gift Shop purchases.

♦ Discounts on workshops and classes conducted through both the Education Center and Friends of the Domes.

♦ The Friends of the Domes quarterly newsletter with information and articles that relate to the Mitchell Park Domes.

♦ Reciprocal privileges to visit gardens, arboreta and conservatories around the country. Visit the American Horticultural Society’s website at www.ahsgardening.org for details.

Additional Notes:
FRIENDS OF THE DOMES EDUCATION PROGRAM

Pop Up Discovery Stations

Friends of the Domes is seeking volunteers to run our new Discovery Education Pop Up Booths during busy times at the Domes, including Saturdays, Sundays, and Free First Thursdays.

We believe that experiential, hands-on education develops a deeper and more meaningful understanding of our natural world. Your work will improve the Domes visitor experience for adults, children, and families!

Duties:
- One or two volunteers will sit at a table in the Domes lobby or Education Center and lead a short activity.
- Domes visitors will stop by your booth to learn more. Activities will be around 5 minutes.
- NO PRIOR EXPERIENCE NECESSARY! We'll teach you what you need to know!
- Shifts are three hours long.
- All listed activities will include materials, a verbal and a written explanation (with talking points).
- You can choose from our list of topics or come up with your own! Teach on any topics including plants, animals, the environment, sustainability, gardening, Milwaukee, Great Lakes region, and more!

Adult Education Workshops

Assist in the implementation of adult education workshops on various topics. Examples of topics include fermentations, gardening, composting, pests, nature walks, trash pick ups, etc.

Duties will be determined based on the type and location of the workshop, but may include:
- Advertising for the workshop or event
- Leading or assisting part of the workshop
- Set up, clean up, and take down
FRIENDS OF THE DOMES VOLUNTEER CONDUCT AGREEMENT

In order to volunteer for the Friends of the Domes (FOD), applicants are required to complete a background check by the Volunteer Coordinator and agree to the following Friends of the Domes Volunteer Code of Conduct:

1. I will promptly sign in and out at the beginning and end of my shift and will call in to the FOD Volunteer Coordinator or FOD Event Coordinator if I cannot fulfill my shift obligation.

2. I will wear or show volunteer identification whenever I am volunteering.

3. I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models to Mitchell Park Domes visitors and will conduct myself accordingly.

4. I will share with the FOD Volunteer Coordinator or the Domes Manager-On-Duty any concerns that I may have related to public welfare and/or safety during my shift.

5. I will not possess weapons of any type while in the Mitchell Park Domes, Conservatory Annex or on the Mitchell Park premises.

6. I will not use tobacco or any nicotine-related products or possess or be under the influence of alcohol or illegal drugs while volunteering as a FOD volunteer.

7. I understand that in the course of volunteering, I may learn private or sensitive information about volunteers or staff. I agree to maintain confidentiality outside Mitchell Park Domes and FOD and will not share information.

8. I agree not to engage in sexual harassment or inappropriate contact with staff, volunteers or visitors.

9. I understand that Friends of the Domes (FOD) has a strong commitment to the diversity and inclusion of all visitors. I will uphold those values while volunteering. I will not share my personal or political views with anyone while volunteering. If I have any questions about this I will ask the FOD Volunteer Coordinator.

Agreement: I understand that I am responsible for following the guidelines and procedures of the Friends of the Domes handbook. I agree with this code of conduct. I understand that failure to comply is grounds for immediate suspension or permanent revocation of my volunteer privileges.

_____________________________________________  ________________
Signature                                    Date

_____________________________________________
Print Name
FRIENDS OF THE DOMES VOLUNTEER DRESS CODE and EXPECTATIONS

When you are volunteering, you are the ambassadors of the Domes. How you dress and act can have a positive or negative effect on our visitors. You can never forget that someone can be watching your actions and with today’s technology, could even be taking your picture. The following guidelines for dress and conduct are what we expect from our ambassadors:

No clothing that...

...promotes alcohol, tobacco or a controlled substance by words or symbols;
...contains profanity or a political stance of any kind;
...contains nudity, violence or of a sexual nature.

No short skirts or shorts.
No jeans unless dressy jeans. Some events may require dress pants only.
No smoking, eating or drinking except in designated areas and outside your shift or during break.
No talking or texting on your cellphones while on your shift. Please go to designated areas to take calls.
No negative talking about the event being held.
No vulgar language.
No sitting down the entire event or talking with each other while ignoring visitors.

You are certainly welcome to take breaks in the area designated by the FOD Volunteer Coordinator or FOD Event Coordinator. We would like you to stand as much as you are able and engage the visitors in conversation. When working, all coats, hats, backpacks, purses and other personal items should be left in the designated area. For certain events, volunteers will be provided with pocketed aprons.

*FUTURE TRAINING SESSIONS: Other volunteer opportunities will have additional training sessions that will include dress codes. Some of these opportunities include but are not limited to the following: Horticultural Support, Education Center, Tour/Docent/Greeter and other special events.

Additional Notes:
TERMINATION & GRIEVANCE POLICY

The Volunteer relationship may be terminated at any time by the Friends with or without cause. However, the following, without limitation, may be grounds for termination:

- No skills that match the needs of the FOD
- Inappropriate behavior towards guests
- Failure to do the assigned job
- Failure to show up without notice
- Failure to complete the assigned shift
- Failure to follow behavior and dress code policies outlined in the training manual

Volunteer Grievance Procedure

If a volunteer has an issue with their volunteer experience, a member of the public or with an interaction with FOD staff, County Staff, or another volunteer, he/she should contact the FOD Volunteer Coordinator, Carrie Kelroy.

If the issue cannot be resolved, the Volunteer Coordinator will consult with Noel Marsho, the Special Events Coordinator and Sally Sullivan, Executive Director. If the issue is still lacking resolution, it can then be presented by the Events/Volunteer Committee to the FOD Board of Directors.

In the event the volunteer has an issue with the Volunteer Coordinator, the volunteer should contact Sally Sullivan, Executive Director or Roger Krawiecki, President of the FOD Board of Directors.

Sally Sullivan, sallysullivan.fod@milwaukeeedomes.org
Roger Krawiecki, rjkrawiecki.fod@gmail.com
Each FOD event has its own character and presentation depending on the targeted audience and the unique experience being created. As a volunteer, you represent the Domes and the FOD staff so appearance and a professional demeanor are both very important. Below, we have listed the events where volunteers are needed and ask that you consider the venue and what might be a good fit for your expertise and talents!

The events are all fundraising events sponsored by the Friends of the Domes. There are also events that we are asked to collaborate with Milwaukee County throughout the year, such as Spring Equinox, Milwaukee Winter Farmers Market, Very Fairy Princess Day and other future events.

**Valentines Hearts Under Glass (February 14)**

A quiet, low-key adult-oriented event that offers an ambiance for “popping the big question” or just a quiet evening out. Music, food and the accessibility to candle-lit domes make this event a special night.

**Men:** Nice pants and collared shirt or polo type shirt with comfortable shoes (corporate casual)

**Women:** Nice pants, skirt or dress (appropriate lengths) and blouse or sweater (dressy casual)

**Art in the Green (End of April/Early May)**

A 2-day festival for art lovers! Vendors display and sell their work both in the Conservatory and Annex. This is an event for the serious collector as well as the casual browser. It includes live entertainment and food. There is a lot of work that occurs even before the public comes in. A fun weekend!

**Men:** Nice pants and comfortable shoes

**Women:** Nice pants or skirt and comfortable shoes

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**FRIENDS OF THE DOMES EVENT DESCRIPTIONS AND OPPORTUNITIES (continued)**
Day of the Dead (Dia de Muertos)  (Last Friday of October)

The Desert Dome will be filled with cheerful candlelight, orange marigolds, a Guitarist and colorful decorations, the Show Dome will also be filled with beautiful flowers and a Mariachi Band for people to dance. While this Mexican celebration occurs around the same time of year as Halloween, it is a completely different holiday with rich symbolism and traditions that appeal to people young and old. This is a family holiday that focuses on friends and family members who have died to help support their spiritual journey. Part of this event will include crafts for the children.

**Men:** Nice pants and comfortable shoes

**Women:** Nice pants or skirt and comfortable shoes

New Year’s Eve Family Celebration (December 31)

This is a traditional Domes celebration and one of the only ones in Milwaukee that caters exclusively to families. The event runs until 9 pm. There is entertainment, crafts, magic, performances, music and a whole array of fun things to help celebrate and ring in the New Year at 9 pm with a balloon drop! It’s loud, crazy with many things all going on at the same time. Crowd control often plays a key part in this event.

**Men:** Nice pants, collared or polo type shirts, comfortable shoes. No overcoats or hats (other than a New Year’s Eve party hat)

**Women:** Nice pants, skirt or dress (must be appropriate length), blouse or sweater (nothing low cut or too tight fitting) and comfortable shoes (you will be on your feet for most of the event)

Additional Notes:

Volunteer Evaluation of Experience
To help us continue to improve our program, we would greatly appreciate your taking a few minutes to complete and submit this evaluation of our volunteering program. Thank you in advance for your time and help. Thank you for volunteering!

Please evaluate your volunteering experience by circling the appropriate number.

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<td>Provided with materials needed for job</td>
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Event Name and Date: ______________________________________________________

Assigned volunteer task: _________________________________________________

Was your volunteering experience what you expected? If not, how did it differ?

What was the best part of your volunteering experience?

How could your experience have been better?

What would you like to see the Friends of the Domes do differently?

Please return by mail or email. Thank you!

FOD Volunteer Coordinator, 524 S. Layton Blvd, Milwaukee, WI 53215 or CarrieKelroy.fod@milwaukeeedomes.org

DOMES EDUCATION CENTER VOLUNTEER DESCRIPTIONS

All Education Center positions require additional training with Paula Zamiatowski.
- **SHARP Literacy Teaching Volunteer**: Classes are held October – May on Wednesday, Thursday, or Friday mornings. Training is shadowing an experienced volunteer from 2018-19 school year. Everything will be supplied including a lesson plan. Volunteer commitment is 2 hours.

- **Roving Naturalist on Free Thursdays**: The first Thursday of the month is free for Milwaukee County residents, schools and other organizations. A cart will be available with items from the desert, show and tropical dome to share with visitors. A fact sheet will be included with each item. Memorization is not required but familiarity with deserts and tropical rainforests is helpful. Solo roving will take place until volunteer is comfortable with material. Volunteer commitment is 2 hours: 10-12pm, or 12pm-2pm.

- **Storytime Teaching Volunteer**: Storytime will be scheduled for Monday mornings at 10:30am-11:15am each week. Storytime includes presenting the topic (could be spring, trains, etc.), reading 2-3 stories, and distributing a take-home activity. Training can be the day of the first Storytime by shadowing the Conservatory Educator. Everything will be supplied including a lesson plan. Developing your own topic is welcomed with 2-week notice for Parks calendar. Volunteer commitment is 1.5 hours.

- **Walk the Mitchell Mile Guide**: Weekly indoor walks on Tuesday at 10am-11am will be conducted by the Conservatory Educator until a volunteer is available. There will be sign-in, stretching, walk, and conclusion. Walk will follow the American Heart Association walk guidelines with handouts. Training is on the job. Volunteer commitment is 1.5 hours.

- **Spring Equinox Celebration Event**: The Sunday of the equinox (March 15, 2020, 9-4pm). Volunteers can pick from several opportunities: conduct tours in Tropical and Desert, Planting Seeds and Cuttings Station, Plant Art Station, Floater, and Education Center Attendant (during talks and demonstrations). Other opportunities will be available one month before the event. There is a 30-60 minute overlap in shifts for training purposes. Volunteer commitment is 3-4 hours.

- **Pollinator Week**: The third week of June (June 15 – June 19, 2020). Assisting with a variety of activities like building pollinator habitats, waggle bee dance, assist with exploring the outdoor pollinator gardens/domes and Education Center attendant (during daily pollinator talks). Training can be done on the spot. Volunteer commitment is 2 or 4 hour shifts.

- **Future Opportunities**: Bumblebee Surveys (Weekly, during June – September 2020), Tree Walk and Talk (weekly, spring and fall 2020), Phenology of Domes (weekly, summer 2020), Community Outreach Teaching Volunteer with Conservatory Educator (TBA)

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**FRIENDS OF THE DOMES – VOLUNTEER APPLICATION**

We appreciate you taking the time to fill out this application.

First Name: ____________________________  MI___  Last Name: ____________________________
Email address: ________________________________________________________________
Home phone: ___________________________ Cell phone: __________________________
Mailing address: ___________________________ City: __________________________ Zip Code: __________
Date of birth: Month: _____ Day: _____ Year: _______ Occupation: ______________________
Employer (or retired from): __________________________________________ (Companies donate more where employees volunteer)
Person to contact in case of emergency: __________________________ Phone: __________________________
Some of our events involve children; do you consent to a routine background check? Yes ______ No ______
Physical limitations (if any): _______________________________________________________________
Languages spoken other than English? _______________________________________________________
Please check areas of interests:
Special FOD Fundraising Events ______ Education ______ Board of Directors ______ Office ______
Gift Shop ______
Please check special talents or areas of expertise:
Advertising _____ Children _____ Decorations _____ Photography _____ Teaching _____
Musician/Performer _____ Corporate Sponsor Development _____ Clerical/Computer Skills _____
Other Expertise? (Please Specify):
____________________________________________________________________________________
________________________________________________________
Hours and days available: Please check all that apply.
Weekdays_____ Weekends_____ Mornings_____ Afternoons_____ Evenings_____ Special Events Only_____
Description of training or experience that may apply to the volunteer position desired:
____________________________________________________________________________________

Please return this by email to: volunteer@milwaukeedomes.org
Or mail it back to:
Carrie Kelroy
Friends of the Domes
524 S. Layton Blvd., Milwaukee, WI 53215

FOD VOLUNTEER INTEREST/PREFERENCE SURVEY
In order to better place you we need to know a bit more about you.

Name:
Best Way to Contact You: ____________________________________________________________

What attracted you to the Friends of the Domes volunteer program? ____________________________________________________________

What age group would you like to work with (Please circle)?  Children Only  Adults Only  ALL AGES

I prefer working (Please circle all that apply.):  Behind the Scenes  With the Public  On a Group Project

Please circle what best describes your work style:  Worker Bee  Leadership Role  In a Group

I like to (Please circle all that apply.):  Plan Events  Give Demonstrations  Work on Crafts with Children

Do you have available transportation?  Yes  No

Are you comfortable giving directions to crowds?  Yes  No

Do you have any physical restrictions and if so, please explain. ____________________________________________________________

Additional Information: ____________________________________________________________

FRIENDS OF THE DOMES VOLUNTEER LOG
Please record your time.

Volunteer Name: ____________________________________________________________

Email/Phone: ____________________________________________________________

FOD Volunteer Program 09/04/19 V.4
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<th>DATE</th>
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**NATIONAL SAFETY COUNCIL INFORMATION: SLIPS, TRIPS AND FALLS**

The dangers of slips, trips and falls: Falls are one of the leading causes of unintentional injuries in the U.S., accounting for approximately 8.9 million visits to the emergency department (2011 NSC Injury Facts). Falls are the second-leading cause of unintentional death in homes and communities. The risk of falling, and fall-related problems, rises with age and is a serious issue.

**Fall Prevention Tips:**
♦ Clean up all spills immediately
♦ Stay off freshly mopped floors
♦ Secure electrical and phone cords out of traffic areas
♦ Remove small throw rugs or use non-skid mats to keep them from slipping
♦ Keep frequently used items in easily reachable areas
♦ Wear shoes with good support and slip-resistant soles
♦ Arrange furniture to provide open walking pathways
♦ Keep drawers and cabinet doors closed at all times
♦ Install handrails on all staircases on both sides
♦ Remove tripping hazards (paper, boxes, books, clothes, toys, shoes) from stairs and walkways
♦ If you have young children, install gates at the top and bottom of stairs (unlatch the gate in order to pass – don’t climb over them)
♦ Ensure adequate lighting both indoors and outdoors
♦ Remove debris from exterior walkways
♦ Adjust gutter downspouts to drive water away from pathways
♦ Periodically check the condition of walkways and steps, and repair damages immediately
♦ Never stand on a chair, table or other surface on wheels

**TIPS TO STAY SAFE and INJURY-FREE!**

Always watch where you are going.
Wear properly fitting shoes for easy movement.
Clean up spills immediately.
Mark wet floors with warning signs.
Don’t carry loads that you can’t see over.
Don’t leave out possible tripping hazards.
Use appropriate safety gear and equipment.
Declutter work areas regularly.
Report any potential safety hazards to management.
Ladder Safety Tips:

♦ Always keep at least three points of contact with the ladder (i.e. two hands and one foot or two feet and one hand)
♦ Place the base on a firm, solid surface
♦ A straight or extension ladder should be placed 1 foot away from the surface it rests against for every 4 feet of ladder height
♦ When you climb, always face the ladder and grip the rungs, not the side rails
♦ Climb down a ladder one rung at a time
♦ Do not climb with tools in hand – use a tool belt
♦ Keep your body between the ladder side rails when climbing
♦ Do not lean or overreach – reposition the ladder closer to the work instead
♦ Tie down a ladder when using it outdoors and do not use it in windy or inclement weather

Proper Lifting Tips:
WORKPLACE SAFETY SCRAMBLE!

1. a lips, a lips, a stahloip prit.
2. nceach snekat rea tendacci kersam.
3. eb treal sacicdent urth!
4. ewhil no a dderla, bremmeer reeth stonip.
5. nte grinfes. ent sote, fi oyure’ ont fase, how swonk?
6. CARE = creeus ramal ninocat hsiugnitxe
7. memebeerr het spasdwor!
8. SASP = lulp mia ezeeuqs peews
OSHA SAFETY QUIZ: CAN YOU FIND ALL 28 VIOLATIONS?

How many violations of Safety Standards can you find?

SAFETY SLOGAN ANSWERS

a lips, a lips, a stahloip prit.
nceach snekat rea tendacci kersam.
eb treal sacicdent urth!
 ewhil no a dderla, bremmeer reeth stonip.
nte grinifes. ent sote, fi oyure’ ont fase, how swoenk?
CARE = creeus ramal ninocat hsiugnitxe
memeberrar het spasdwor!
SASP = lulp mia ezeeuqs peews

A spill, a slip, a hospital trip.
Chance takers are accident makers.
Be alert accidents hurt!
While on a ladder, remember three points.
Ten fingers, ten toes, if you’re not safe, who knows?
RACE = Rescue Alarm Contain Extinguish
Remember the PASSword!
PASS = Pull Aim Squeeze Sweep