Hudson Haunted House Volunteer Information Packet

The Hudson Jaycees want to thank you for your interest in volunteering with us this Haunted House season. We are a not for profit haunted attraction that allows young people to gain community service skills, build leadership skills, and learn basics of business. For more information on The Hudson Jaycees please visit our website at https://www.hudsonjaycees.org

It is mandatory that you (the student) attend at least one of the orientations (see attached calendar for important dates) which is held at 2250 Barlow Road Hudson Ohio, 44236. Parents/legal guardians are more than welcome to attend as well. This orientation is intended to get you acquainted with the volunteer staff, the haunted house, and the other student volunteers. Feel free to come prepared with questions as we will be going over rules and guidelines as well.

What you NEED to bring:

1. Student information sheet
2. Medical Form
3. Photo Release Form
4. Parental Consent Form
5. Wallet Sized Photograph
6. Disclaimer, Waiver, Release & Indemnification Form

All of these forms are included in this packet and are available on our website. You have until the first night you work to turn in your paperwork. However, without these forms you are NOT permitted to volunteer.

**All evenings that we are open are not mandatory, and there is also no scheduling. If you are able to volunteer, please arrive at the haunted house Fridays & Saturdays between 5pm & 5:30pm, Sunday matinees 1pm & Monster Magic is 4pm. This is to ensure that we have enough time to place students in rooms and give you the proper costuming.**

**We ask that you arrive by no later than 5:30pm on haunt nights, pick up time on Fridays & Saturdays is 11:45pm (possibly later if we are busy), Sundays is 8:45pm.** **If we open on a weeknight arrival is 5-5:30pm, pick up is 10:15pm.**

While being a volunteer comes with many perks, remember that all of the time that you put into volunteering counts as community service hours. These hours can be listed on job and college applications. Upon request the Jaycees are able to give written letters of recommendation. We also provide a scholarship opportunity for students who work 4 years or more with the Hudson Jaycees Hudson Haunted House. In addition, throw a party at the end of the season and give prizes during nights that we are open. We appreciate all of our volunteers and look forward to working with you!

Questions, Comments, & concerns please contact:

The Hudson Jaycees

(330)697-1279

[hhhstudentcoordinator@gmail.com](mailto:hhhstudentcoordinator@gmail.com)

hhhchairman@gmail.com

Student Information Sheet

Please fill out the following (print clearly)

Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Preferred Nickname: \_\_\_\_\_\_\_\_\_

Date of birth (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_

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

School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_

Students Phone Number (for Band): \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_

Students Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT INFORMATION

Please provide us with parent or guardian emergency contact information as well as TWO additional contacts in case we are unable to reach a parent or guardian.

Parent/ Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact #1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

Contact #2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_

Medical Information Form

\*All of the information provided to the Jaycees is confidential and is only to help keep the student safe and comfortable while volunteering with our organization. For any questions on this please contact a student coordinator via email at hhhchairman@gmail.com

(Please Circle YES or NO)

Does your Child Wear Contact lenses? YES NO

Permission to wear Special Effects Contact Lenses: YES NO

Parents Initals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your child allergic to Latex? YES NO

Does your child have any known allergies? YES NO Please List any allergies, including food related allergens:

Will your child need to take medications while volunteering with the Jaycees? YES NO

What Time does this medication need distributed? \_\_\_\_:\_\_\_\_\_, \_\_\_\_\_\_:\_\_\_\_\_

Please list medications as these will be kept in our office and will be labeled with students name:

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Does your child have any mental illness (anxiety, panic attacks, etc.)? YES NO

Please use the following lines to disclose any information or triggers pertaining to the health and well-being of your child that we may need to know in case of emergency, this can include any special circumstances as well. Again, we ask these questions to ensure the safety of your child:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Physician address, phone number and preferred hospital.

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**DISCLAIMERS, WAIVER, RELEASE, INDEMNIFICATION**

**Disclaimer and Waiver of Liability:**

My child and I hereby acknowledge and understand that my child’s participation is purely and entirely voluntary, and that there are certain substantial and inherent risks, known and unknown, involved in my child’s participation and in the Hudson Haunted House, (hereinafter “the Event”), including without limitation the risk of personal injury and/or death to persons or injury to property.

My child and I agree to assume such risks and agree to release, waive, and discharge the Hudson Jaycees, and/or their affiliates, subsidiaries, parent corporations, officers, members, directors, employees, personnel, managers, attorneys, insurers, agents, and volunteers (hereinafter the “Releasees”) from any and all claims, causes of action, demands, lawsuits in law or in equity, arising from, related to, or regarding my child’s participation in the Event, including without limitation, any claims for death, loss of consortium, bodily injury, or property damage myself or my child may encounter or sustain as the result of such participation in the Event, consequential and/or punitive damages, damages for loss of profits, and/or any conduct of the Releasees, whether negligent or otherwise.

Likewise, the Releasees disclaim any and all liability for any and all injuries to persons or property that are a result of, pertain to, relate to, or are affiliated with myself or my child’s participation in the Event.

**Indemnification:**

Further, my child and I agree to indemnify, defend, and hold harmless, to the fullest extent permitted by law, the Releasees from any claims, lawsuits in law or equity, causes of actions, demands, related to, regarding, or pertaining to, my child’s participation in the Event, including, but without limitation, any claims for death, loss of consortium, bodily injury, or property damage, myself or my child may encounter or sustain as the result of such participation in the Event.

**Fitness Acknowledgement:**

My child and I acknowledge that participation in the Event may require strenuous exercise, tense moments, events that cause fright and use of costumes and props. My child and I agree that my child does not have any medical conditions, or other conditions that would prevent my client from participating in this event.

**Authority**

I further state that I have the legal authority to execute this form on behalf of the myself and my child herein named, that I have carefully read this document and understand the contents of this document; and that I am signing this document voluntarily and under my own free will and not based on any representations made to me by any Releasee.

Name of student (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Photo/ Video Consent Form

Please indicate below if you grant us permission to use photos of your child while acting or volunteering for promotional online or print publicity.

I give **The Hudson Jaycees** permission to take photographs and / or video of my child (print name here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during their time volunteering. I grant **The Hudson Jaycees** full rights to use images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group’s aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

Name of student (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

If you deny the photo/video consent, please sign on the line provided below

No, I do not want my child’s photo or video being used for promotional or advertising purposes. I understand that this can be changed at any time, I also understand this means your child may not be pictured in end of season photos.

By signing here, you DENY the photo/video consent: (please print and sign) X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parental Consent

I the Parent/ Guardian of (print students name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby consent to my child volunteering as an actor for the Hudson Jaycees at the Hudson Haunted House for the dates indicated on the attached calendars.

My child and I understand that there is a strict code of conduct that my child is expected to uphold while on Jaycee property, and that there are disciplinary actions for violations to this code of conduct.

My child and I understand that there is **ZERO TOLERANCE** on bullying, harassment, drug use, smoking, or vaping. In any of these cases my child will be immediately dismissed and asked to not return.

My child and I understand that when leaving the premises early my child MUST come with a signed note that notifies the student coordinator to ensure my child gets home safely.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Student Signature Date

The attached Dress Code Policy, Code of Conduct, and Calendar are yours to keep.

CODE OF CONDUCT

Students are expected to uphold the code to ensure the health and safety of other students, patrons, and Jaycees.

1. You must dress appropriately for the night. This includes Black pants/ dark jeans, black shoes, and dressing weather appropriate. (You can find the full-dress code on the student packets)
2. Cell Phones are to be put in the organizer and labeled with your name. You may check this during set change and will get it back at the end of the night. We hold on to student phones to prevent students from giving away a scare via a bright screen. If there is an emergency your parents/ guardians are to contact the Jaycees and we will pull students from rooms accordingly.
3. Social Media Use, you are not permitted to list “Actor at Hudson Haunted House” on Facebook or any social media. What you share leads back to us! To avoid any issues, you are not permitted to list this as a “job”. However, you may “check in” that you are working that night or share a post that came directly from one our social media.

(Hudson Jaycees/ Hudson Haunted House)

1. Personal displays of affection are not permitted by students. If you have a significant other it is asked that you disclose this information to student coordinators. You are NOT PERMITTED to work a room with your significant other to prevent inappropriate actions or the appearance of the same.
2. The Hudson Jaycees has a zero-tolerance policy for gossip, bullying, and harassment. If you are caught violating this rule, your parents/guardian will be contacted, and you will be removed for the night.

You will be held accountable for your actions. If you are found partaking in any the actions on the list below, we will contact your parents/guardians and you will receive a hole punch (you get three-hole punches per season) and be sent home. The list includes, but is not limited to:

1. PDA
2. Being in back hallways
3. Going out of your room without an Operations member
4. Swearing at patrons, other students, or at Jaycees
5. Fighting
6. Insubordination
7. Being caught over rails/touching patrons /Using 18 over acting areas
8. Disregard for others health and safety
9. Smoking, weapons, vaping, drinking, and drug use is not permitted. If you are caught with any of these, we will immediately dismiss you for the season and contact your parents/guardians. Depending on the offense and age of offender it is possible to contact the authorities about the issue. Any of the above offenses can be cause for immediate dismissal from the Hudson Jaycees Hudson Haunted House
10. NO coffee or energy drinks are permitted. Please refrain from consuming large amounts of caffeine before arrival on nights you are volunteering.
11. Any other action that the Hudson Jaycees deems as inappropriate, in their sole discretion.

DRESS CODE

Even though the Jaycees run as a non-profit business, it is still a business and we ask that you dress appropriately while volunteering with us. This means no pajama pants, shirts with profanity, or exposing clothing.

Our building is OLD and DIRTY! (basically, a giant barn) It gets very cold during the fall nights, so we ask that you follow this dress code to guarantee safety and productivity during volunteer hours.

The Following is for your safety and the success of the Haunted House We ask that you wear the following:

* + Dark colored or black jeans/ pants
  + Black thick athletic leggings (if they are able to be seen through please do not wear them)
  + Dark colored long sleeve or short sleeve shirt (preferably black)
  + Hoodies and jackets that are dark in color (we can cover words with duct tape if necessary)
  + Hats, gloves, & scarves are acceptable
  + On warm nights you are permitted to wear shorts as long as they are mid-thigh or capris. However, we recommend wearing jeans.
  + BLACK BOOTS or BLACK SNEAKERS

In many rooms we are trying to make you blend into the black paint and dark scenery, please do not wear white or light-colored shoes. Even white soles must be covered with tape or paint.

We suggest visiting thrift stores to find boots that are able to be beat up during haunt season.

If you dress inappropriately, you may be asked to have a change of clothes

brought for you, or you may choose from our donated clothing pile that we keep in case of emergency.

This means:

NO extremely baggy pants NO dresses NO tights NO spiked belts or accessory’s NO Tank Tops NO open toed shoes NO flats Please keep holes to a minimum!

We ask that you please dress in clothes that you don’t care if they get ruined. We will never intentionally ruin clothes however; we do use special effects makeup and we do not want to ruin your good clothes!

Please check the weather and come prepared! We are open rain or shine!

PLEASE SIGN THAT YOU HAVE READ THE DRESS CODE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_