



# ZOO NEGARA

## GROUP VOLUNTEER PROGRAMME

Education Department, Zoo Negara, Hulu Kelang, 68000 Ampang, Selangor. Tel : 03-41083422/40 Tel/Fax : 03-41082219

Zoo Negara Group Volunteer Programme is open to groups at age 16 years and above (**min 10 & max 100** volunteers per day). Besides working with the animals, volunteers will also assist in Wildlife Education, Photography, Public Relations and other departments. Come join us now!

NAME OF COORDINATOR : ..... ORGANIZATION : .....

HP NO : ..... PASSPORT / IC NO : ..... NATIONALITY : .....

ADDRESS : .....

TEL NO : ..... FAX NO : ..... E-MAIL : .....

WHOM TO NOTIFY IN CASE OF EMERGENCY : ..... TEL / HP NO : .....

PREFERED DAYS TO VOLUNTEER :

MON  TUE  WED  THU  FRI  SAT  SUN

PREFERED DATE TO VOLUNTEER :

DATE :  DD  MM  YY TIME : 8.30am - 4.30 pm (8 HOURS) TOTAL OF VOLUNTEERS :  PAX

### RULES & REGULATIONS

- Volunteers must contact the Education Department at least one day before the volunteering day to confirm attendance and to cancel the booking date.
- Group coordinator (max 3 person only) must bring along the latest completed list of volunteers with their full name, IC / passport number, handphone number, signature and submit to the Education Officer on the volunteering day.
- Volunteers must wear long trousers, covered shoes and no sleeveless shirts. Jewellery is not allowed. Long hair must be tied neatly.
- Bring form on volunteering day and arrive no later than 8.15 am. Late comers will have to choose another day to work.
- Work given might not be according to volunteer preference. Handphone must be on silent mode throughout the volunteering hours.
- Volunteer tag must be worn at all times on the zoo premises; tags must be surrendered at the Education Office after work is completed.
- Volunteers are not allowed to linger on the zoo premises after volunteering hours unless with permission from the Education Department.
- Break time is at 10.00 - 10.20 am and at 12.00 - 1.00 pm or 1.00 - 2.00 pm; Friday 12.30 - 2.45 pm
- Volunteers are not allowed to enter other departments / sections unless with permission from Heads of Departments or Supervisors.
- Strictly no photography or video recording unless with permission from the Education Department.
- Volunteers are not allowed to feed the animals or enter enclosures unless with permission from Heads of Departments or Supervisors.
- Volunteers must be disciplined and adhere to orders given by employees at each work station.
- The management of Zoo Negara, the Malaysian Zoological Society and its employees will not be held responsible for any loss, claims, damage and injury to the volunteer and personal property.
- A certificate / testimonial will only be given if a volunteer completes 40 hours of work at the zoo.
- Please note that should the co-ordinator brings his/her family members along, his/her family needs to pay the entrance fee to enter the zoo.

### INDEMNITY AGREEMENT

Whereas, the undersigned has made a volunteering request for permission to participate in the Volunteer Programme at Zoo Negara managed by the Malaysian Zoological Society and have further requested permission to accompany and/or assist an employee or employees of said Malaysian Zoological Society during an active performance of the official duties as a volunteer.

And whereas, the undersigned acknowledges that the work and activities at Zoo Negara managed by the Malaysian Zoological Society involves possible risk of injury, damage, expences or loss to person or property and further agrees that the said Malaysian Zoological Society will not take the initiative in extending an invitation to accompany and or assist its employees.

Now, therefore, in consideration of the Malaysian Zoological Society, management of Zoo Negara, cooperating in making available to the undersigned the necessary personnel and the use of its equipment and other facilities for the aforesaid purpose, the undersigned expressly agrees to and knowingly hereby does assume all risks arising in the course of said Volunteer Programme; specifically agrees to indemnify and hold harmless the Malaysian Zoological Society, its officers and employees from and against any and all claims, loss, damage and liability for injury to the person or property of malfeasance or misfeasance occuring while participating in the Volunteer Programme at Zoo Negara or while accompanying and / or assisting an employee of said Malaysian Zoological Society during the active performance of his / her official duties as a volunteer.

### READ THE ABOVE CAREFULLY BEFORE SIGNING

----- Filled by group coordinator -----

I (coordinator) .....hereby agree to the above Rules & Regulations and Indemnity Agreement by the management of Zoo Negara, the Malaysian Zoological Society. I understand that my group's volunteering session may be terminated if the above Rules & Regulations are not followed. I also attached herewith the list of volunteers including their full name, IC / passport number, handphone number and signature for your references.

GROUP COORDINATOR SIGNATURE :

IC / PASSPORT NO :

DATE :