Instructions for Volunteer Registration Forms

Steele County has several volunteer groups that support the County during emergencies and/or disasters. This includes, but not exclusively:
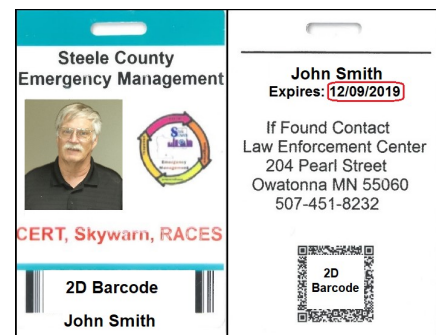
1. Steele County Community Awareness and Emergency Response (CERT).
2. Steele County SKYWARN (Storm Spotters).
3. Steele County Radio Amateur Civil Emergency Service (RACES).
4. Steele County Community Awareness and Emergency Response (CAER).
5. American Red Cross.
6. Salvation Army.

Volunteers performing tasks for Emergency Management should be properly registered and badged. Volunteers are required to update their registration every three years. Volunteers without a current registration will not be deployed. The registration process:

1. Ensures correct personal information is on file.
2. Validates the volunteer is current with required training and skill sets.
3. Provides a County issued picture ID that may be necessary to enter a secured area.
4. Deletes individuals that are no longer active.

A new badge (sample at right) is issued with each updated registration. Your registration and badge is expired when your badge:

1. Does NOT have a date on the back side.
2. The date on the back side is before the current date.

The required documentation to apply for a County issued badge includes:

1. SCEM Volunteer Registration Form.
2. SCEM Badge Form.
3. SCEM Minor Permission Form (Individuals under 18 years old).
4. Photograph.

The registration forms can be downloaded on the Steele County Emergency web site:
(https://www.steelecountyemergency.com/volunteer-agencies/how-to-volunteer/)

Individuals that participate in multiple groups only need to fill out one set of documents for all groups.

Completed documentation should be mailed or dropped off at the Owatonna Fire Department, 107 West Main Street.

Please be sure to print/write your information clearly.

A properly completed SCEM Volunteer Registration Form includes:

1. Page 1: Last Name, First Name, Approved Organizations.
2. Page 2: List any training you have completed.
3. Page 3: Contact Information (birthdate is required).
4. Page 3: Emergency Contact Information.
5. Page 4: Name at the top of form, Signature and Date at the bottom.

A properly completed SCEM Badge Form includes:

1. First Name, Last Name, First Name to be displayed on the badge.
2. Signature on the "Employee Signature" line.

A properly completed SCEM Minor Permission Form includes:

1. Minor's information at the top of the form.
2. Parent/Guardian information at the bottom of the form.

Pictures can be taken by your group leader or submitted independently (selfie). A properly submitted picture:

1. Pictures should be taken against a light background. The picture should cover from mid-chest top the top of the head and across the shoulders.
2. Submitted in a .jpg format.
3. Pictures can be emailed to tkarnauskas@co.steele.mn.us.

Registrations may take several weeks to complete. You will be notified by email when your new badge is available. If you have an expired badge, it must be returned when receiving the new badge.

Any questions can be emailed to tkarnauskas@co.steele.mn.us.