



# Steele County Emergency Management

107 West Main Street Owatonna, MN 55060  
507-444-2454

## 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.

Individuals performing tasks for Emergency Management should be properly badged. The badging process provides a County issued identification that might be required to enter secure areas during an event. 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.

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

Paper copies of the forms can be acquired from your group leader or downloaded on the Steele County Emergency web site ([www.steelecountyemergency.com](http://www.steelecountyemergency.com)). Completed documentation can be submitted to the group leader, 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.  
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](mailto:tkarnauskas@co.steele.mn.us).

