



# ZOO NEGARA VOLUNTEER PROGRAMME

Education Department, Zoo Negara, Hulu Kelang, 68000 Ampang, Selangor, Malaysia

ZN / FM / WI / EDU / 01-01

Tel : +603-41083422 Fax : +603-41082219  
education@zoonegaramalaysia.my

Zoo Negara Volunteer Programme is open to individuals and groups age 16 years and above. Beside working with the animals, volunteers will also assist in the Wildlife Education, Enrichment, Photography, Public Relations, Horticulture and other departments. Join us now!

## INDIVIDUAL Details

NAME : ..... AGE : ..... DATE OF BIRTH : .....

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

ADDRESS : .....

TEL NO : ..... HP NO : ..... E-MAIL : .....

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

MEDICAL RESTRICTIONS / ALLERGIES : .....

PREFERRED DATE TO VOLUNTEER :  
DATE :  DD  MM  YY  TIME : 8.30 am - 12.30 pm (4 HOURS)  
 TIME : 8.30 am - 4.30 pm (8 HOURS)

SKILLS / TALENTS :

- PHOTOGRAPHY
- RESEARCH
- OTHERS, PLEASE SPECIFY : .....
- GRAPHIC DESIGN
- CREATIVE WRITING
- PUBLIC SPEAKING
- WILDLIFE ENRICHMENT

PLEASE INDICATE ABILITY TO SPEAK OTHER LANGUAGES BESIDE ENGLISH AND BM : .....

PLEASE INDICATE ANY EXPERIENCE WORKING WITH WILDLIFE : .....

## GROUP Details

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 : .....

PREFERRED DAYS TO VOLUNTEER :

- MON
- TUE
- WED
- THU
- FRI
- SAT
- SUN

PREFERRED DATE TO VOLUNTEER :  
DATE :  DD  MM  YY  TIME : 8.30 am - 12.30 pm (4 HOURS)

TIME : 8.30 am - 4.30 pm (8 HOURS) TOTAL OF VOLUNTEERS :  PAX

**SILA LIHAT MUKASURAT SEBELAH**  
*Please see the next page*



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## RULES AND REGULATIONS

1. This programme is open to anyone **age 16 years and above**.  
**A registration fee is RM 25** per person for the contribution of wildlife environmental education programme.
2. Volunteers must contact the Education Department at least two days before the arrival of the registered date to confirm his/her attendance or group attendance and to cancel the booking date.
3. The group co-ordinator must bring along the latest completed list of volunteers which includes full name, contact number, signature and submit this form with the name list on the volunteering day. It is the co-ordinator's responsibility to ensure that the group members read and understand the Rules & Regulations.
4. Volunteers are expected to arrive **NO** Later than 8.15 am. Late comers will **NOT** be entertained and will be advised to either come another day or pay the entrance fee to be a normal visitor.
5. Volunteers must wear proper attire while on duty. That includes covered shoes, long trousers. Open-toed shoes, shorts, jewellery and sleeveless tops are **NOT** allowed. Long hair must be tied neatly.  
Kindly use environmental-friendly food-packaging (**NO styrofoam**) should you wish to bring your own packed food.
6. Volunteers are required to wear the tag provided at all times while on site. Only three members from the group are allowed to patrol the group during the programme.
7. Work might **NOT** be given according to volunteer's preference. It is important that volunteers are healthy when joining this programme in order to avoid any risk of transmitting diseases to the animals or others.
8. Volunteers are **NOT** allowed to record any pictures or video of the captive animals, indoor cage or animals' night quarters.
9. Volunteers must never touch, handle or feed the animals at any time for any reason without the permission from the Zoology Officers or Supervisors.
10. Volunteers must never enter any enclosure with the animals without permission from the employees of Zoo Negara Malaysia and **NOT** allowed to remain in the zoo premises after working hours.
11. Volunteers must be careful and aware of all tools and personal belongings at all times while doing the programme.
12. Volunteers must immediately notify their group leader and Zoo Negara Malaysia's employees if any accidents or mishaps happen while on site. Volunteers must **NOT** interfere with the Management of Zoo Negara Malaysia.
13. Volunteers are fully responsible for their own belongings, health and safety. The Management of Zoo Negara Malaysia, the Malaysian Zoological Society and its employees will **NOT** be held responsible for any accidents, loss, claims, damage and injuries to the volunteer and personal property.

## DISCLAIMER

### READ THE ABOVE CAREFULLY BEFORE SIGNING

I ..... (Individual / Co-ordinator) hereby confirm that I have **READ** and **UNDERSTAND** the above Rules & Regulations by the Management of Zoo Negara, the Malaysian Zoological Society.  
I understand that my / my group's volunteering session may be terminated if the above Rules & Regulations are not followed.

INDIVIDUAL /  
GROUP COORDINATOR SIGNATURE : ..... DATE : .....

FULL NAME : ..... CONTACT NUMBER : .....

ORGANISATION : .....