



# Wisconsin Wingshooting Policy & Procedure Manual



WISCONSIN DEPARTMENT OF NATURAL RESOURCES

June 27, 2017

# Wisconsin Wingshooting Policy & Procedure Manual

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## Announcements

The Wisconsin DNR continues to support the Wingshooting program, which is currently managed through the Bureau of Law Enforcement Safety Education Program.

Clinics can be held any time of year at the convenience of the instructors. Most instructors try to hold clinics to coincide with the recreational needs and demands of the public. Offering clinics when people are looking for them is important. We encourage instructors to hold their clinics in late summer (August – September) or just prior to the opening hunting season.

## NEW! Certification and Initial Background Screening

Instructor certification includes an initial background screening by the hunter education administrator and a local background check by warden, reoccurring desktop background checks, and completion of active instructor requirements at regular intervals.

The hunter education administrator has the authority to adjust the certification process on a case-by-case basis.

## Training

A two day “Train the Trainer” session is required to become a Wingshooting instructor. These trainings are held annually throughout the state.

## Continuing Education Refresher (CER)

Instructors must complete a CER at least once every three years, on or before their last training or CER completion date. Instructors can complete their CER requirement by attending in-person trainings. This will allow you to stay on top of any program policy changes or updates.

## NEW! Clinic Fees

Department clinic fees are \$25.00. Additional fees may not be charged by instructors.

- \$25.00 of each participant fee must be remitted to the Department along with the clinic roster within five days after the clinic completion date

When using Go Wild, Instructor Dashboard, the clinic fees must be submitted using a credit card or debit card. The instructor accepts participant fees in the form of cash or check from the participants made out to the instructor. Fees cannot be partially submitted online and by mail. Please contact the program specialist if you need help processing your class fees. 608-267-7509

**NEW! Go Wild:** The preferred method for submitting clinic start cards is by using Go Wild. When you log into your Go Wild online customer account you will see both a student dashboard and an *Instructor Dashboard*. This online registration option allows paperless management of your clinics. The Instructor Dashboard can be accessed at <https://gowild.wi.gov/> or on the Volunteer Instructor Corner <http://dnr.wi.gov/volunteer/instructorCorner/>.

## Go Wild Training

For training on how to use Go Wild go to the Safety Education Volunteer Corner <http://dnr.wi.gov/volunteer/instructorcorner/> and click Go Wild Training to watch tutorials on how to manage your clinics online or call your program specialist. You can also obtain an informational Power Point training document from the program specialist. Email [DNRLESafety@Wisconsin.gov](mailto:DNRLESafety@Wisconsin.gov) or call 608-267-7509.

**Go Wild Instructor Dashboard and Clinic Registration:** Allows instructors to manage the clinic roster and participants on-line and can also allow participants to enroll electronically on-line by a click of a button. The Instructor Dashboard is the preferred registration method and may be used in conjunction with phone and email registrations. Be sure to set a maximum number of participants you will accept in all situations.

The Instructor Dashboard allows “Active” instructors to:

- register their clinics
- manage additional instructors and participants on their roster
- check their personal training record
- submit clinic fees
- allow participants to use the On-line participant registration

You may allow three types of registration:

- Online Registration: Select “Allow Online Registration” when you fill out your clinic registration.
- Phone Registration: Guide people to a phone number that they can call to register for your clinic.
- Email Registration: Guide people to an email address that they can use to register for your clinic.

If the Instructor Dashboard is not used, Instructors must submit a [Safety Clinic Registration Card \(Form 8500-130\)](#) at least six weeks prior to the clinic start date. This will activate your insurance coverage and give you time to request any training materials or equipment that you may need.

If you use paper forms they can be mailed, emailed or faxed

- WI DNR PO Box 7921, Madison, WI 53707
- DNR LE Safety [DNRLESafety@Wisconsin.gov](mailto:DNRLESafety@Wisconsin.gov)
- Fax: 608-266-3696

## How Participants Register for Clinics:

The best method for participant registration is to allow online registration when submitting your clinic registration; you can choose “ALLOW ONLINE REGISTRATION”. If you allow online registration your participants will be able to click an enroll button online <https://gowild.wi.gov/customers/safetiedclass> under the public “Find a Class to Enroll In” page that lists all the upcoming safety courses and clinics. By allowing online registration this will auto populate your class roster. You can manage your class size by setting your max number of students allowed and your reserved number of seats. You can also pull your clinic off the web by marking your clinic full.

## Advertising the clinic

Once a clinic is registered and a Clinic ID number is assigned, it will be advertised on the DNR website at:

- <https://gowild.wi.gov/customers/safetiedclass>

If the clinic is full before the instructor submits the registration for the clinic, the instructor should check the box located on the Clinic Registration indicating that the clinic is already full. If the form is submitted with the full

box checked, the clinic will not be posted on the Department website. To have a clinic removed from the website mark your clinic full or contact program specialist staff.

Instructors may advertise clinics by hanging posters in the appropriate public places, placing an advertisement in local newspapers, utilizing community calendars, school announcements, and public service announcements via radio and TV stations or your private social media accounts. When using social media, please remember that you are conducting yourself as a volunteer for the Department.

## Introduction

Welcome and thank you for your interest in volunteering for the Recreational Safety Programs of the Wisconsin Department of Natural Resources, referred to as the Department in the rest of the manual. We appreciate your willingness to donate your time to the citizens of Wisconsin for this cause. Volunteer instructors help the Department improve the quality of Wisconsin's outdoor heritage. As a volunteer instructor, referred to as instructor(s) throughout this manual, you will be representing the Department in the public and as such will be evaluated by the public each time you act as a volunteer instructor for and on-behalf of the Department.

The Department and the public expect volunteer instructor(s) to be community-minded individuals who are of good character and readily willing to share their knowledge and service. Candidates that qualify as instructors will become role models and valued representatives of the Department within their local communities because they have become a part of an organization with a solid reputation of being friendly, accountable, prompt, efficient and honorable. Volunteer instructors have a sincere interest in providing public service, representing the Department and preserving Wisconsin's outdoor heritage.

As an instructor, please remember that you are not in private practice, but instead are part of a corps of volunteers representing the Department. Instructors are in an elevated and privileged position to make a difference in people's lives. Instructors are expected to work cooperatively with Department staff, the public and other volunteers and teach Department approved curriculum and lesson plans.

Instructors conduct safety program clinics under the programmatic supervision of the Recreation Enforcement and Education Section Staff with direct supervision from the Hunter Education Administrator.

Volunteer safety instructors contribute to the overarching strategic goals of the Bureau of Law Enforcement, specifically #2 and #4. These priorities were established through a comprehensive process involving external partners, organizations, volunteers and Department staff.

1. Maintain healthy and diverse wildlife populations and habitats
2. **Enhance opportunity, safety, and enjoyment of outdoor recreational experiences in Wisconsin**
3. Raise the level of appreciation for our natural resources and the benefits they provide and pass on the conservation ethic to future generations
4. **Protect public health and the environment through clean air, land, and water**
5. Organizational stewardship for the future – Lead, adapt, and manage the organization to achieve our mission while providing our staff with fulfilling careers.

Complementing the strategic goals stated above, the primary purpose of the safety programs is to teach and train citizens to be safe, ethical, and responsible in the recreational activity they choose. Regardless of age, sex, religion or race everyone is allowed and encouraged to attend Department safety programs. As an instructor you agree to instruct the program, curriculum and lesson plans of the Recreational Enforcement Education and Safety (REES) Section. Prior to accepting the role of an instructor please read through this manual to develop a better understanding and decide if you can abide by its expectations.

Finally, as you choose to serve, you can take pride and comfort in knowing that your service will make a positive and important difference in many lives. Instructors pass on a tradition of safety, ethics and values which are critical components to sustaining Wisconsin's outdoor recreational heritage.

## About the Manual

The primary goal of this manual is to provide a working policy, procedures and processes framework for the Wingshooting Program of the Department. This framework is designed to uphold the public's trust and protect the integrity of the programs and its volunteers. For the most recent version of this Wingshooting Policy and Procedure Manual check the Volunteer Instructor Corner website at <http://dnr.wi.gov/volunteer/instructorcorner/instpolicyprocedures.html> or on the Wisconsin Wingshooting website <http://dnr.wi.gov/education/outdoorskills/wingshooting.html> or contact your Wingshooting Program Specialist at 608-267-7509.

## Websites

**Volunteer Instructor Corner:** Department website for Instructors. It contains many things instructors need to run a successful clinic. The volunteer instructor corner is located at

<http://dnr.wi.gov/volunteer/instructorCorner/>

**Wisconsin Wingshooting:** Department website for details on the Wingshooting program and contains information on workshops, how to become an instructor and many things instructors need to run a successful clinic. The Wingshooting for Migratory Birds website is located at

<http://dnr.wi.gov/education/outdoorskills/wingshooting.html>

**Wisconsin Department of Natural Resources (DNR or Department):** The state agency charged with full responsibility for coordinating, regulating and implementing the many disciplines and programs necessary to protect the state's natural resources and outdoor recreational opportunities for Wisconsin citizens and visitors. The WDNR website is located at

<http://dnr.wi.gov/>

## Conduct and Discipline - Instructor

### Instructors will:

- conduct themselves in a professional manner and act responsibly at all times
- follow all program policies, procedures, and guidelines
- instruct and represent the core with integrity
- provide a safe and comfortable learning environment
- maintain order and discipline during classroom and field activities
- develop working knowledge of their program curriculum and lead by example
- present clinic curriculum in a factual and objective manner allowing participants to form their own opinions and conclusions
- maintain a professional and respectful attitude at all times
- prohibit previously removed instructors from assisting or instructing in any Wingshooting clinics and report infractions to the department
- supervise participants at all times before, during and after classes
- train participants to be safe, ethical and responsible
- instruct Department approved lesson plans using the principles of EDOC
  - **Educate** – Give them the basic information and explain why it is important. Tell them what they need to know and stick to the lesson plan.
  - **Demonstrate** – Show them the correct process/activity/task.
  - **Observe** – Watch them perform the process, correct if needed.
  - **Congratulate** - Tell them they did a good job at every opportunity.
- review clinic forms for accuracy and submit in a timely manner
- if a participant is under 18 years of age, a parent's or guardian's signature is required before they can continue
- maintain all educational aids and materials from the Department in good working order

- attend and or participate in active instructor requirements such as workshops and academies
- update contact information on their own by using GO Wild Instructor Dashboard or notifying program specialist
  - contact information is name, postal mailing address, phone numbers, and e-mail address
- evaluate and grade participants fairly
- register clinics four to six weeks before the clinic begins
- send in required clinic roster and fees within five days of clinic's end date
- produce clinic records for Department representatives upon request for review or in compliance with any program's federal auditing processes
- be aware of personal space and what could be perceived as improper touching
- will direct the person to the appropriate Department staff if they don't know the correct answer when asked by the public about a Department rule or position
- inform their hunter education administrator as soon as possible after receiving a citation, being arrested, charged, or convicted of any crime by any law enforcement agency
  - this is necessary to preserve the integrity of the program, its mission, and associated instructors
  - such appropriate action may include no action, corrective action, suspension or removal

### Instructor will **not**

- instruct participants in any one-on-one situation where a participant and Instructor are out of view of the rest of the class
- use alcoholic beverages before or during a clinic or field activities or whenever participants are present
- use offensive language
- engage in criticism of instructors or Department staff at any time
  - criticism and infighting are unproductive, unprofessional, and leave a poor example for the participants
- allow disagreements to take place in class between instructors or in front of participants
- eat or use tobacco products during periods of instruction
- brag about accidental or purposeful infractions of DNR rules and regulations or any other written law
- use their instructor position as a means to promote their personal opinion

## Ethics of an Instructor

All Instructors will maintain a professional attitude and exhibit actions which positively support the program and the Department at all times.

## Complaints

If a questionable incident takes place during a Wingshooting clinic the instructor shall document the incident in a few sentences containing who, what, when, where, why and how, in addition to identifying witnesses and reporting it to the hunter education administrator.

Instructors are not immune to complaints from the public. In the past, complaints have covered a wide array of issues against instructors including:

- poor instruction methods (people and planning skills)
- using the instructor position to promote an agenda outside the realm of the safety clinic
- using the instructor position to criticize the Department or Department employee(s)

The best protection against a complaint is to know this policy manual and the clinic curriculum.

All complaints from the public regarding the Department's safety programs are investigated by the hunter education administrator until resolved. If an investigation determines that a complaint is valid, the hunter education administrator may use any of the following corrective actions including but not limited to those listed

below. Corrective actions are necessary when the instructor's actions conflict with:

- local, state or federal laws
- the instructor code of ethics and conduct
- the goals of REES
- this manual

Corrective Actions may include any of the following but are not limited to:

1. Verbal, written or in-person communication with the instructor
  - a problem or issue is identified and discussed with the instructor and generally a verbal agreement resolves the issue
2. Establishing performance goals
  - a problem or issue is identified and specific written goals are established and required if the instructor wishes to maintain his or her certification
3. Suspension of instructor certification
  - a problem or issue is identified and certification is temporarily suspended until the investigation is completed
  - pending the results, the suspension can be lifted
4. Removal from instructor corps
  - a problem or issue is identified and removal from the instructor corps occurs
  - removal is permanent and applies to all Department Safety Programs
    - a removed instructor is then prohibited from participating in any of the Department's Safety Programs EXCEPT as a participant for the purpose of gaining participant certification
  - There is no appeal process.

## Removal and Non-Acceptance

The Department acknowledges that it is nearly impossible to describe or cover every situation or combination of charges, convictions, character traits, and other issues that would warrant removal from or prevent acceptance to the instructor corps. All Instructors should be aware that the Department has complete authority over the program and instructors are considered at will volunteers. This means that volunteers can be removed at the will of the Department under this authority. Decisions regarding removal or non-acceptance are final and apply to all Department programs. There is no appeal process.

Identified reasons warrant removal from or non-acceptance to the instructor corps.

The instructor or applicant:

1. Has failed to follow any Department policy or procedure.
2. Has received complaints regarding instruction methods.
3. Has been disrespectful, argumentative, uncooperative or verbally abusive to participants, parents or Department staff.
4. Has been charged with a violation of law that may be viewed as not meeting the Department's or the Public's expectations as to who should be allowed to instruct in the Department's programs.
5. Engages in or has engaged in conduct that could bring discredit to the Department, its staff or its volunteers.
6. Is under a legal restriction that prevents a person from carrying out one of the duties associated with instructing a particular clinic. (i.e. felony conviction prohibiting possession of firearms)
7. Is not approved by Department staff.
8. Has falsified information on any Department form or record.
9. Can be removed or not accepted based on any grounds which warrant the belief that the program and the participants would be best served by discontinuing or not allowing continued service from the

instructor.

10. A candidate's instructor application may not be accepted solely at the discretion of the Department.

**Felons and other individuals with firearm restrictions** (felon, court ordered, domestic violence situations): Individuals with court ordered firearm restrictions may not attend and participate in a Wingshooting clinic.

## Exploding Targets

Targets that use a substance such as Tannerite or other similar mixtures of powders to create an exploding target are not allowed.

## Clinic Records

REES recognizes the value of good record keeping and program accountability. Since January 1, 2010, all instructors have been required to keep clinic records for a period of six calendar years. (For example: If a clinic is completed any time in 2010, the records could be destroyed after Dec. 31, 2016).

Instructors, who show a pattern of failing to submit records within five days of clinic completion and keep clinic reliable records will no longer be able to register a clinic, handle clinic records or fees and may additionally be removed from the instructor corps. Instructors will be given notice prior to action being taken.

### Required Clinic Records

- financial records
- copy of participant roster
- notes or documentation regarding but not limited to participant accidents, injuries and discipline issues
- instructor shall destroy (shred, burn) clinic records after 6 calendar years
- all other records not listed above can be discarded

For each clinic begin a new folder

- computer generated, paper file folder or portfolio
- attach or label with Clinic Name, Clinic ID# and Clinic Dates
- make sure that the folder is labeled clearly and legibly so it can be easily retrieved

## Clinic Changes

If you need to make a change to the date, time and/or location of the clinic, individual classes or field day, the change must be communicated to your program specialist staff prior to affect. Failure to make notification of changes will affect liability coverage for the clinic.

## Clinic Planning

Any instructor, new or inexperienced can get the ball rolling. Starting a clinic should be a team effort. Including other instructors early in the planning process is important.

Generally, the planning process should begin at least eight weeks before a class is to meet for the first time.

### Make sure other instructors are available

Consider the number of instructors that have committed to help from your group. A good rule of thumb is to multiply the number of instructors that have committed to help by 5. If four instructors commit to helping that means your class size should be 20 or fewer participants. By sticking to this ratio instructors avoid burn out, becoming over whelmed and will be able to present a quality class experience. (The number of participants per

class should fit what the instructor feels most comfortable with but no less than 2 instructors per 12 students.)

### Scheduling an instructor team meeting

This allows time to discuss the clinic plan, assign tasks, and review any program changes.

At the meeting discuss:

1. Reserving the classroom facility / range facility
2. Submitting the Clinic Registration card
3. Who will handle the clinic materials
4. How to best handle class registration phone calls and sign up
5. Who will complete the roster and clinic records
6. Who will handle clinic fees and records
7. Review equipment and/or supplies needed
8. How participants will use the participants manuals

### Select a classroom / facility

Determine a suitable location and make sure it is reserved. Wingshooting clinics should be offered at public or private shooting ranges.

A list of suitable locations is included below but is not limited to:

- Any type of Sportsmen's club that can provide classroom space and shooting ranges
- Wildlife Areas with educational/shooting facilities

Clinics **shall not** be held at:

- Homes, unless approved
- Facilities that serve alcohol during the clinic
- Locations, times or conditions that are inconsistent with the goals and objectives of the Wingshooting program

The classroom facility should:

- be used according to the Wisconsin DNR policies below and any owner or management agreement for its use
- be assigned to a member of the instructor team, that person is responsible for the reservation, clean up and any other issues facility related
- be large enough to comfortably hold the instructors, participants, parents and guardians
- have adequate bathroom facilities for both male and female participants
- have adequate chairs and tables
- have good lighting, heating, cooling and ventilation
- be easily accessible and handicap accessible
- have good acoustics so instructors and participants can clearly hear
- be reserved an hour before, during and an hour after the time needed which allows for setup, take-down and clean up
- be arranged to fit the clinic needs if permitted by facility
- be left in the same or better condition than it was found
- have adequate parking within a reasonable distance
- be large enough for the following lesson plans that will require open areas:
  - The cross shot @ 40yds max
  - Shooting an incoming clay target
  - Fit the subtending course
  - Can pattern at a max distance of 50yds

- be respected, all instructors and participants must be made aware of all building regulations and must follow them, future clinic locations may depend on it

## Trailers

DNR issued trailers are available to be used during a Wingshooting clinic.

### Trailer Check-In / Check-Out Process

To reserve a trailer please contact anyone of the following DNR staff listed below. Please reserve your trailer in at least 6 weeks in advance or more before your clinic start date. Return the trailer promptly after your clinic has finished. Trailer availability may vary and it is scheduled on a first come first serve basis.

Once your reservation is made coordination for pickup and drop off of the trailer is to be made with that same person. The responsible instructor will be required to sign a trailer liability waiver form and provide a contact number that they can be reached at. This individual will be responsible for the trailer during the dates stated on the waiver.

| Trailer Location/Address                                                                                        | Contact to Reserve Trailer Name / Email                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delafield</b><br>Kettle Moraine State Forest - Lapham Peak Unit<br>W329 N846 County C<br>Delafield, WI 53018 | <b>Michelle Sauers:</b> 414.588.1814<br><a href="mailto:Michelle.sauers@wisconsin.gov">Michelle.sauers@wisconsin.gov</a><br><b>Doug Zeihen:</b> 262.547.2162<br><a href="mailto:Douglas.Ziehn@wisconsin.gov">Douglas.Ziehn@wisconsin.gov</a>         |
| <b>Green Bay</b><br>DNR SERVICE CENTER<br>2984 Shawano Ave<br>Green Bay WI 54313-6727                           | <b>Jeff Pritzl:</b> 920.662.5127<br><a href="mailto:Jeffrey.Pritzl@wisconsin.gov">Jeffrey.Pritzl@wisconsin.gov</a><br><b>James Robaidek:</b> 715.526.4225<br>(Winter needs only- trailer stored in Shawano)                                          |
| <b>Mead Wildlife Area</b><br>S2148 County Road S<br>Miladore, WI 54454                                          | <b>Patrice Eyers:</b> 715.457.6771<br>Office: 715.457.6771 ext. 5<br><a href="mailto:Patrice.eyers@wisconsin.gov">Patrice.eyers@wisconsin.gov</a>                                                                                                    |
| <b>Pierce County</b><br>Pierce County Highway Dept.<br>621 W. Cairns St.<br>PO Box 780<br>Ellsworth, WI 54011   | <b>Brad Peterson:</b> 715.210.0157<br><a href="mailto:Bradley.peterson@wisconsin.gov">Bradley.peterson@wisconsin.gov</a><br><b>Ryan Haffele:</b> 715.684.2914 ext. 118<br><a href="mailto:ryan.haffele@wisconsin.gov">ryan.haffele@wisconsin.gov</a> |

Each trailer will have its own lock and combination code. You will obtain that code when you check out the trailer. Upon opening the locks you will find on the inner wall a key that will unlock the hitch lock that is secured to the ball hitch. Please, remember to return key to its designated location. Next to the key there is a light adaptor that is available for use if needed depending on your vehicle type.

Before hauling the trailer, please do a walk around. Look for things such as:

- Damage to any tires
- Damage to trailer body
- Correct trailer ball in use
- Ball mount pinned securely to the receiver
- Lights are connected and properly working (brake lights, turn signals, running lights)
- Trailer latch is down and safety pin is in place
- Trailer is chained to vehicle; **Safety chains are crossed**
- Trailer jack is out of the way and secured

Items in the trailer may move after extended periods of travel or in the event of emergency braking they could possibly shift. If traveling a long ways with the trailer remember;

- Pause after 50-100 miles of towing and check all your hitch connections and adjustments
- Check cargo for any major movement
- Observe all speed limits when towing

Please be mindful of inclement weather that could alter the performance of your vehicle and the trailer itself. Besides being aware of changing conditions take these tips into accounts while trailering:

- Avoid sudden steering maneuvers that might create sway or undue side force on the trailer.
- Slow down when traveling over bumpy roads, railroad crossings, or other obstacles.
- Make wider turns at curves and corners. Because the trailers wheels are closer to the inside of a turn than the wheels of your tow vehicle, they are more likely to hit or ride up over curbs.
- Always allow enough room for proper braking

## Trailer Items:

The DNR will provide the following equipment in the trailer to allow for instructors to put on a successful clinic:

- 12ga and 20ga ammunition
- Mix of 20ga and 12ga patterning ammunition
- Clay target throwers and clay targets
- Patterning boards
- Tables
- Course materials
- Plexiglas circles
- Paper for patterning boards
- Decoys and needed items for subtending
- Pencils, pens, note cards, ect.
- Projector
- USB with classroom presentations

All other items the instructor feels would be needed for a successful clinic will be the responsibility of the instructor to provide.

For trailer supplies and equipment needs please contact , 141 NW Barstow St, Room 180, Waukesha, WI 53188. Phone 414.588.1814 or Email [michelle.sauers@wisconsin.gov](mailto:michelle.sauers@wisconsin.gov)

## Donations and Solicitation

Instructor groups may accept donations and may solicit donations from local businesses, sporting groups, associations, and individuals on the behalf of their club or group. Instructors shall not solicit donations from participants or parents of participants on behalf of the Department.

## First aid

- instructors should have local EMS phone numbers on hand in case of an emergency

## Audio visual needs

Instructors using videos, power point projector, screen or computers should seek out a facility that will meet

their needs. Many public building have these things readily available. Instructors can also inquire with their local RSW for these items.

## Reasonable Accommodations

Instructors welcome all participants who wish to learn and will make reasonable accommodations for participants when notice is provided to the instructor. Reasonable accommodation requests should be provided to the instructor as soon as possible. Instructors should refer the participant, parent or guardian to the local RSW with any questions or issues.

Reasonable accommodations will be made for the following:

- Hearing impaired the Department will make arrangements and pay for a professional sign language interpreter for a participant if one is not already supplied. Requests for a professional sign language interpreter for the participant should be done as soon as possible to allow for scheduling. Refer the participant, parents or guardian to the local RSW directly to make arrangements.
- Physically disabled the instructor will make sure the classroom facility is accessible to the participant. If necessary the instructor may have to find another classroom facility to accommodate the clinic and the participant.
- Physically challenged instructors will make reasonable accommodations for any participant wishing to take a Wisconsin DNR Safety Clinic regardless of the participant's physical ability.
- Language Barriers Participants are welcome to use family members or other resources from the community, school or others that maybe available to fill this need.
- Equal Opportunity participants wishing to attend are welcome regardless of age, religion, race, gender or sexual orientation, or reason for taking the clinic.

## Program Directory

| Title                                                    | Name/Email                                   | Office #                | Mobile #/Fax #               | Mailing Address                                                                |
|----------------------------------------------------------|----------------------------------------------|-------------------------|------------------------------|--------------------------------------------------------------------------------|
| <b>Section Chief</b>                                     | April Dombrowski<br>April.dombrowski@wi.gov  |                         | 608-852-9456<br>608-266-3696 | <b>Central Office DNR</b><br>101 S Webster St<br>Madison, WI 53703             |
| <b>Hunter Education Administrator</b>                    | Jon King<br>jon.king@wisconsin.gov           |                         | 608-575-2294                 | <b>Central Office DNR</b><br>101 S Webster St<br>Madison, WI 53703             |
| <b>Hunter Education &amp; Wingshooting Specialist</b>    | Brenda Von Rueden<br>brenda.vonrueden@wi.gov | 608-267-7509            | 608-228-4549<br>608-266-3696 | <b>Central Office DNR</b><br>101 S Webster St<br>Madison, WI 53703             |
| <b>Hunter Education &amp; Wingshooting Specialist</b>    | Ashley Van Egtern<br>ashley.vanegtern@wi.gov | 608-267-7509            |                              | <b>Central Office DNR</b><br>101 S Webster St<br>Madison, WI 53703             |
| <b>Wildlife Technician &amp; Wingshooting Specialist</b> | Patrice Eyers<br>patrice.eyers@wi.gov        | 715-457-6771<br>x5      |                              | <b>Mead Wildlife Area</b><br>S2148 County Rd S<br>Miladore, WI 54454           |
| <b>Wingshooting Program Specialist</b>                   | Michelle Sauers<br>michelle.sauers@wi.gov    |                         | 414-588-1814                 | <b>Waukesha Srvc Center</b><br>141 NW Barstow St, Rm 180<br>Waukesha, WI 53188 |
| <b>Wildlife Technician &amp; Wingshooting Specialist</b> | Ryan Haffele<br>ryan.haffele@wi.gov          | 715-684-2914<br>ext.118 | 715-928-0470                 | <b>Baldwin Srvc Center</b><br>890 Spruce St<br>Baldwin, WI 54002               |

|                            |                                          |              |              |                                                                                                               |
|----------------------------|------------------------------------------|--------------|--------------|---------------------------------------------------------------------------------------------------------------|
| <b>Conservation Warden</b> | Doug Zeihen<br>douglas.zeihen@wi.gov     | 262-574-2161 | 414-750-8394 | <b>Lapham Peak Unit-<br/>Kettle Moraine State<br/>Forest</b><br>W329 N846 Cty Hwy<br>C Delafield, WI<br>53018 |
| <b>Conservation Warden</b> | Brad Peterson<br>bradley.peterson@wi.gov |              | 715-210-0157 | <b>Baldwin Srvc Center</b><br>890 Spruce St<br>Baldwin, WI 54002                                              |