



CITY OF SACRAMENTO
PARKS & RECREATION ADULT VOLUNTEER
INFORMATION & AGREEMENT FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

Group/Agency: _____

Dates of Service: _____ Total Volunteer Hours: _____

Emergency Information	
Emergency Contact: _____	
Contact Number: _____	Relationship to Volunteer: _____
Medical Insurance Provider: _____	Insurance ID No.: _____

Volunteer Agreement

(All Volunteers Must Complete This Section)

I, _____, choose to participate in the *(activity description)* _____, as a volunteer and understand my services are donated to the City of Sacramento (City) without contemplation of compensation or future employment, and given for humanitarian, religious, or charitable reasons. I understand I am covered under the City's workers' compensation insurance in the event of an injury from rendering a volunteer service. I will report any injury or incident to my supervisor immediately. I agree to abide by any rules and directions provided by those helping to administer activity described above.

Volunteer Signature: _____ Date: _____

Parks and Recreation Representative: _____ Date: _____

Volunteer Code of Conduct

- I agree to conform to the rules and regulations of the City of Sacramento (City). I understand I will begin service on a reciprocal trail basis. I agree to participate in orientation and training. I understand a law enforcement clearance may be obtained and references may be contacted. I am authorizing the City of Sacramento to contact my references.
- I understand I have committed to my volunteer schedule, and realize the City is depending on my services. If I am unable to keep my commitments, I will notify my supervisor in advance.
- I agree and understand any work I perform within the scope of this agreement will be provided on a voluntary basis, and I do not expect payment or other compensation for performing such work. I also understand a volunteer position does not constitute an employee-employer relationship with the City of Sacramento, and I serve at the discretion of the City Manager or designee.
- If I am currently a City employee I know any volunteer work to be performed is outside of my regular job classification and is separate from any paid work responsibility.
- I agree not to divulge any information regarding persons who are receiving services or other assistance from the City or otherwise involved in my volunteer services. I recognize unauthorized release of confidential information may make me subject to criminal action.
- I understand I am fully responsible for maintaining my own personal records of time volunteered to the City for the purposes of internships, community service, etc., subject to my supervisor's verification. At the end of my volunteer service I can have my supervisor sign a letter documenting hours donated, and I understand the City will maintain no permanent record of this time. I understand I will be required to sign in and out.
- I understand the City has a zero-tolerance policy against any type of harassment or discrimination. I agree to comply with this policy, and recognize I will also be protected by it.
- I understand the City has a zero-tolerance policy against any type of violence, threat, or intimidation, implied or actual, in the volunteer activities (workplace). I agree to comply with this policy, and recognize I will also be protected by it.
- I understand the City has a zero-tolerance policy against any use of, or being under the influence of, illegal drugs or alcohol in the workplace. I agree to comply with this policy.
- I understand the City is not responsible for loss or damage to my personal belongings.
- I understand volunteers are not allowed to perform cleanup work in a pond or lake, and that if working near waters' edge I will adhere to all safety instructions by City personnel.

Volunteer Signature

Date

Parent or Legal Guardian Signature (if volunteer under 18)

Date

Parks and Recreation Representative Signature

Date