

CITY OF SACRAMENTO
 PARKS & RECREATION YOUTH 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.: _____

Under 18 Years Old Volunteer Agreement

Consent of Parent or Legal Guardian for Minor's Participation as a Volunteer

I, _____, the parent or legal guardian of _____
 choose to permit him/her to participate in the *(activity description)* as a volunteer. I understand my child's or ward's
 or ward's services are being offered on a voluntary basis without anticipation of any financial remuneration. I
 agree he/she will abide by any rules and directions provided by those helping to administer the activity described
 above. I understand my child is covered under the City's workers' compensation insurance in the event of an
 injury from rendering a volunteer service. He/she will report any injury or incident to his/her supervisor immediately.

Signature of Parent or Legal Guardian: _____ Date: _____

CONSENT OF PARENT OR LEGAL GUARDIAN TO MEDICAL, DENTAL, OR HOSPITAL CARE OF MINOR VOLUNTEER:

I, _____, the parent or legal guardian of _____,
 a minor, who was born on _____, authorize medical, dental, surgical or hospital care, treatment, or
 diagnosis of said minor and I agree to pay for any medical, dental, surgical, or hospital diagnosis, treatment, or care
 rendered to or for said minor for non-industrial injuries.

Signature of Parent or Legal Guardian: _____ Date: _____

Consent of Parent or Legal Guardian to Use of Image of Minor Volunteer in Public Relations:

Photos, videos of _____, my child or ward, may be used in City of Sacramento
 Public Relations.

Signature of Parent or Legal Guardian: _____ 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