

CITY of YORBA LINDA PARKS & RECREATION

Dear Community Volunteer,

Congratulations on taking the first step towards making a difference in the City of Yorba Linda! We believe that you will find your volunteer experience rewarding and beneficial. Our volunteers have a strong work ethic, act professional, respect the children and staff they work with, take initiative, and — most importantly — have a great time giving back to their community!

The program is designed to assist Yorba Linda residents in the 9th-12th grade complete their community service requirements and give them an opportunity to get involved in their community. *The Yorba Linda Community Volunteer Program is not designed for individuals who must serve court-ordered community service.* In the attachment, you will find the Volunteer Guidelines, Volunteer Information Form, the Volunteer Code of Conduct and wavier release to be reviewed and submitted to the Thomas Lasorda Jr. Field House.

If you have any questions, please call the Field House at (714) 961-7192 or email Jayden Jones at teenvolunteer@yorbalindaca.gov

Sincerely,

CITY OF YORBA LINDA



Volunteer Guidelines

Purpose: This Program is designed to assist Yorba Linda residents in the 9th-12th grade complete their community service requirements and give them an opportunity to get involved in their community. **The Yorba Linda Community Volunteer Program is not designed for individuals who must serve court-ordered community service.** The complete packet must be submitted back to the Thomas Lasorda Jr. Field House, 4701 Casa Loma Avenue or emailed to teenvolunteer@yorbalindaca.gov

Availability: Please verify your availability; it is important that you are available to volunteer the shift you sign-up for. The City depends on you to ensure the success of its programs. Not showing up to events without calling will result in the loss of volunteer privileges. **Please direct all volunteer correspondence through e-mail to teenvolunteer@yorbalindaca.gov at (714) 961-7192.**

18 years or older: Potential volunteers 18 years of age or older must be fingerprinted. In compliance with California State Law, all volunteers that have "direct contact" with minors under the age of 18 years, must be fingerprinted. Until there is clearance from the Department of Justice, volunteers will not be allowed to volunteer.

- In order for fingerprint results to be processed, potential volunteers must first submit the Volunteer Information Form and the Code of Conduct to the Volunteer Coordinator at the Thomas Lasorda Jr. Field House.
- Volunteers are then required to make payment to the City of Yorba Linda in the amount of \$32.00 to cover the cost billed to the City from the Department of Justice. Volunteers will not be processed or accepted until payment of \$32.00 is received. The City will then distribute a live scan form and a list of live scan service providers in the area, where volunteers can get fingerprinted. Please note the \$32.00 fee does not cover the cost incurred by the individual live scan service provider, and additional processing fee is charged. Please also note in accordance with the Department of Justice's (DOJ) Subsequent Arrest Notification Program, the City is notified of any offenses throughout his/her tenure of the volunteer services.
- The Volunteer Coordinator will notify you when you have been cleared by the Department of Justice. After you have been cleared, you may sign-up to start serving your community service hours.

Hours: Volunteers are to keep track of hours volunteered. You must complete the two-part Community Volunteer Timesheet and survey section each time you volunteer for an activity. The supervisor of the activity for which you are volunteering will provide this timesheet. If one is not provided to you make sure you ask for one. The supervisor of the activity approves your hours; after getting approval, keep the pink copy for your records and give the other copy to the leader of the activity. It is your responsibility to keep track of your hours. **Forty hours** or more allows volunteers to be eligible for recognition at the banquet at the end of the school year.

Community Service Requirements: You are responsible for picking up the paperwork from the school you are trying to fulfill your community service requirements. Volunteers must complete the top portion of the verification form prior to submitting forms to the City for approval. Forms can be dropped off at the Field House and are generally ready for pick-up within two business days.



Volunteer Information

First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Date of Birth: _____ Age: _____

School Attending: _____ Grade: _____

Phone: _____ E-Mail**: _____

Circle Shirt Size: AS AM AL AXL

**All volunteer opportunities, reminders, and updates are sent through e-mail from Teenvolunteer@yorbalinga.gov

Parent or Guardian's Name: _____
(If under 18 years of age)

Parent or Guardian's Contact Number: _____

Name of Emergency Contact: _____

Phone Number of Emergency Number: _____



Volunteer Code of Conduct

Please sign your initials on the line next to each segment indicating that you have read and agree to adhere to each of the policies.

_____ **Attire**

The dress attire for the program is a crew neck style shirt, shorts or long pants, and closed toed shoes or tennis shoes. Inappropriate words or pictures are not to be displayed on your clothing. Clothes must be clean and free of holes. Tattoos may not be visible. If you are dressed inappropriately, you may be sent home to change or/and may not be able to volunteer for the event. Some events require a more specific dress attire, in which case you will be informed before the event.

_____ **Attendance and Punctuality**

You are expected to report to **every** activity you sign-up for and to be **on time**. If an emergency arises and you are unable to work your shift or you will be absent or late for any reason, notify the Volunteer Coordinator as soon as possible at (714) 961-7192. Failure to do so may result in removal from the program.

_____ **Respect**

You are expected to show respect towards City staff, your peers, and the children/adults with whom you work. Inappropriate behavior or offensive language is not to be used at any City event; activity; or on the volunteer form. Volunteers must complete the top portion of the verification form prior to submitting forms to the City for approval.

_____ **Cell Phone Use**

Cell Phones are to be set to silent/vibrate while working any City Activity.

Texting or talking on the phone during an activity is not permitted. If an emergency arises, inform staff of the situation and they will excuse you from the activity.

Remember that you are representing the City of Yorba Linda, your school, and yourself at these activities. Take pride in your work and yourself and do the best that you can.

I, _____ have read the above policies and understand that violation of any of these rules may result in my removal from the volunteer program.

CITY of YORBA LINDA PARKS & RECREATION

ALL PERSONS ARE PROHIBITED FROM PARTICIPATING IN A CITY OF YORBA LINDA ("CITY") PARKS AND RECREATION PROGRAM ("PROGRAM") PRIOR TO EXECUTING AND SUBMITTING THIS WAIVER ("WAIVER") TO THE CITY. THIS WAIVER APPLIES TO ALL PROGRAMS AND SHALL REMAIN IN EFFECT FOR ONE (1) YEAR FROM THE DATE IT IS EXECUTED.

1. The City of Yorba Linda, its employees, officials, and agents, are not responsible for any loss, alternation, corruption or other damage to my personal property, including computers, networks and other personal property used as part of my participation in the event/class. The City of Yorba Linda makes no warranty that 1) internet service will be adequate to facilitate the event/class, 2) internet service will be uninterrupted, timely, secure, error-free or virus-free, 3) any information that may be obtained through the event/class will be accurate or reliable and/or 4) that any errors in software will be corrected.
2. I understand and agree that any material downloaded, viewed or otherwise obtained through the event/class is done at my own risk, and I will be solely responsible for any loss or damage to my personal property, including computer systems and networks, or loss of data that resulted from the use, download and/or viewing an event/class.
3. I hereby warrant and agree, that the conditions of my property, both personal and real, are suitable for participation in the event/class and that by participating in the event/class, I assume the risk that such property is not suitable and agree to hold the City of Yorba Linda, its employees, officials, and agents, harmless from any loss or damage arising from injury to person or property arising from the use of such property in the event/class.
4. **RELEASE OF LIABILITY AND INDEMNIFICATION** - In consideration for the City's acceptance of this registration in City Program(s), I agree to release, indemnify, defend, and hold harmless City and its officers, agents, employees, or volunteers ("City Personnel") from and against any and all losses, damages, expenses, liabilities, actions, or claims of any nature, whether known or unknown, either in law or equity, which may arise from participation in a Program, for any reason including but not limited to the active or passive negligence of the City, City Personnel, or any other individual or entity. I further understand and agree to assume the risks, if any, arising from my participation in the Program and the conditions and use of equipment and facilities owned by the City. An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By participating in the program, activity, event, or class, I, or on behalf of my child, voluntarily assume all risks related to exposure to COVID-19.
5. **PHOTO/VIDEO RELEASE** - The City may take, use, and publish photos, videos, and/or audio recordings of participants for publicity purposes. I hereby grant the City permission to use my, or my child's, likeness, name, voice and words, in any broadcast, telecast, or print media account free of charge.
6. **MINOR MEDICAL RELEASE** - In the event my child is injured or ill, I hereby authorize City Personnel to consent to medical treatment for my child. I understand and acknowledge that I will be responsible for payment of all medical services rendered, including reimbursement to the City for any medical expenses incurred in the care of my child.

I understand that City programs DO NOT qualify as childcare for tax purposes.

(IF THE PARTICIPANT IS A MINOR) I, _____, hereby warrant that I am the custodial parent/legal guardian of _____, who is a minor. I CERTIFY THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY SIGN THIS WAIVER AND RELEASE ON BEHALF OF MY HEIRS, SUCCESSORS, AND ASSIGNS AS IT APPLIES TO MYSELF AND TO ANY MINORS FOR WHOM I AM SIGNING.

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE AND SIGN IT VOLUNTARILY.

X _____

Date: _____

Adult Participant/Parent/Guardian Signature for Minor Participant Signature