

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, and the Volunteer Code of Conduct 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 Storm Nieto at snieto@yorbalingaca.gov.

Sincerely,

CITY OF YORBA LINDA

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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.** You can pick-up an information packet which includes: the Volunteer Guidelines, the Volunteer Information and Waiver/Release of Liability Form, The Volunteer Code of Conduct Form, and a schedule of upcoming volunteer opportunities. The complete packet must be picked-up and submitted back to the Thomas Lasorda Jr. Field House, 4701 Casa Loma Avenue.
- Availability:** Please verify your availability; it is important that you are available to work 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 (i.e. Signing-up, checking for availability, verifying time of events) through e-mail to Storm Nieto at snieto@yorbalindaca.gov or 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 work.
 - 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 worked. 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 and ask for one. The supervisor of the activity approve 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 your school you are trying to fulfill your school requirement for community service. 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.
- Injuries:** If you are ever hurt or injured while volunteering for the City of Yorba Linda, please notify staff immediately.

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Volunteer Information Waiver/Release of Liability

Please Write Legibly

First Name: _____ Last Name: _____

Address: _____ City/Zip: _____

Date of Birth: _____ Age: _____

School Attending: _____ Grade: _____

Phone: _____ E-Mail**: _____

Circle Shirt Size: S M L XL

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

Emergency Contact Name: _____

Phone Number of Emergency Contact: _____

**All volunteer opportunities, reminders, and updates are sent through e-mail.
Please direct volunteer e-mails to snieto@yorbalingaca.gov

Waiver/Release of Liability

I, _____ as a participant over 18 years, or as a parent allow my child,

_____ to volunteer for the City of Yorba Linda,

I hereby for myself, my child, my heirs, or anyone who might claim on my behalf, agree not to bring any claim, and waive, release and discharge the City of Yorba Linda, its officers, agents, and employees, from any and all liability for personal injury, death, or property damage arising out of or in the course of my participation in this volunteer project. This release and waiver extend to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

I have read the foregoing and certify my agreement by my signature.

Parent or Guardian's Signature _____ Date _____

Volunteer's Signature _____ Date _____

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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 turned off or 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.

Volunteer Signature

Date

Parent/Guardian Signature

Date