



Dear Volunteer:

Thank you for your interest in working as a volunteer with the City of Rancho Cordova. We hope to provide meaningful opportunities for you to contribute to the overall benefit of your community.

Please submit the following required documents:

- ✚ Volunteer Application
- ✚ Volunteer Agreement & Release of Liability

Supplemental Information will be requested once we have matched your criteria and interest with a volunteer opportunity:

- ✚ Fingerprinting Procedure (To be completed after your application has been submitted; the City will schedule an appointment for you and provide you with the necessary forms.)
- ✚ Volunteer Contract Agreement

You may email, fax or hand deliver the required documents. After receiving the documents, I will be in contact with you shortly to get you started with the City of Rancho Cordova. We look forward to having you on our volunteer team!!

If you have any questions, please don't hesitate to call or email.

Thank you,
Lorianne Ulm
Volunteer Coordinator

volunteer@cityofranchocordova.org

Volunteer Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670
(916) 851-8755 Main Line/Fax



Volunteer Rancho Cordova APPLICATION

Please complete to the best of your ability

Name: _____ Date: _____

Home Address: _____

Phone: _____ Email: _____

Date of Birth: _____ Age: _____

Availability: _____ Hours per day _____

Days per week:

Preferred Days (Check one or more):

M T W TH F SAT S

Preferred Time of day: Morning Afternoon Evening

Length of commitment you agree to make: 1 Month 1-3 Months 3-6 Months

Are you a student? If so what school are you attending? High school: _____

Why are you interested in serving as a City of Rancho Cordova Volunteer? _____

What type of volunteer position are you interested in? _____

Special skills, training, interests or hobbies: _____

Present or previous volunteer experience: _____

Do you have Community Service Hours assigned by the Court? Yes No

Have you ever been convicted of a sex crime, drug crime or crime of violence? Yes No

The following information is voluntary, and it will help the City of Rancho Cordova's Volunteer Program evaluate its recruitment practices and compile required statistical reports. The information will be kept confidential and will not be used to discriminate against or give preference to any individual in any volunteer position.

How did you hear about the City of Rancho Cordova's Volunteer Program? Newspaper Website Flyer
 Other: _____

Gender: Male Female

Emergency Contact Information:

Name: _____ Relationship: _____

Primary phone: _____ Secondary phone: _____

I hereby certify that all statements made in this application are true, and I authorize investigation of all matters contained in this application. I am aware that fingerprinting is required for all volunteer assignments, and I understand that this is a non-paid position with no promise, expressed or implied, of consideration for future employment.

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian if Volunteer is a Minor: _____ **Date:** _____

If you have any questions, call the City of Rancho Cordova's **Volunteer Coordinator, Lorianne Ulm** at **916-851-8755**

Please return this form to the City of Rancho Cordova

2729 Prospect Park Drive, Rancho Cordova, CA 95670

Email to: volunteer@cityofranhocordova.org **or Fax:** (916) 851-8755



RELEASE OF LIABILITY & VOLUNTEER AGREEMENT

Volunteer Rancho Cordova is a program created in order to provide volunteer opportunities to the community while improving the City. Participation with the City of Rancho Cordova is strictly voluntary and bound by the terms of this Agreement.

1. By signing this Agreement I, _____, acknowledge that I am not an employee of the City and that my performance of voluntary services will be uncompensated. I agree to cooperate with my volunteer supervisor and adhere to the policies of the City of Rancho Cordova program at all times in the performance of my volunteer services.
2. I hereby agree to release and hold harmless the City, its officers, agents, employees, and volunteers for any claim for personal injuries and damage to property that I, or anyone claiming under me or on my behalf, may incur arising out of or in any manner related to the performance of my voluntary services or participation with City of Ranch Cordova. I further agree to indemnify, hold harmless and defend the City, its officers, agents, employees, and volunteers from any and all claims, demands, actions, judgment, costs, attorney's fees and damages of any kind for liability which the City may incur arising out of or in any manner related to the performance of my voluntary services or participation with the City of Rancho Cordova.
3. I further understand that I will not be insured under the City's Workers Compensation Program, and that I am responsible for maintaining my own automobile insurance. When working as a Volunteer, I understand that my personal insurance, including health, automobile, and liability insurance will be responsible to cover any injury, damages, or liability I may incur as a result of any voluntary services.
4. While participating as a volunteer with the City of Rancho Cordova, I hereby authorize the taking of my picture, by photograph, movie, or videotape or otherwise ("pictures") for use by the City of Rancho Cordova program. I hereby irrevocably consent to and authorize the use and reproduction of such pictures for use by the City of Rancho Cordova without compensation.

Name: _____

Volunteer Position/Department: _____

Address: _____ City & Zip: _____

Telephone: _____ Email: _____

Emergency Contact: _____ Emergency Telephone: _____

Signature: _____ Date: _____

IF VOLUNTEER IS UNDER 18, PARENT OR GUARDIAN MUST SIGN BELOW

I _____, do hereby consent to allow my child, _____, to participate as a volunteer with the City of Rancho Cordova, subject to all of the terms and conditions above. I further expressly agree, on behalf of my child and myself, to all of the terms and conditions in paragraphs 1, 2, 3, and 4, above.

Signature of Parent/Guardian: _____ Date: _____



VOLUNTEER CONTRACT AGREEMENT

Contract must be completed before volunteer begins assignment

Volunteer Name: _____ **Contact Number:** _____

Volunteer Supervisor: _____ **Contact Number:** _____

Department/Address: _____

Position Title: _____

CITY RESPONSIBILITIES

- Review and screen applications for available volunteer assignments and communicate options to volunteer applicants. Complete criminal history clearance before volunteer begins assignment (fingerprinting arranged through City);
- Complete contract with volunteer;
- Offer a rewarding opportunity;
- Provide all necessary training and supervision for your volunteer assignment;
- To provide and discuss the assignment and give clear instructions;
- Keep the volunteer informed of any changes in schedule or agency hours of operation;
- Give prior notice if volunteer work is ending or being interrupted;
- Conduct a periodic oral evaluation of volunteer's performance;
- Keep records of length of service; maintain volunteer file, and all pertinent records.

VOLUNTEER RESPONSIBILITIES

- Complete Volunteer Application Packet;
- Complete fingerprinting for criminal history clearance;
- Log all volunteer hours on timelog provided;
- Submit timelog each week to Volunteer Coordinator;
- Become familiar with and adhere to the policies and procedures as set forth in the Volunteer Handbook;
- Follow the duties and directions as provided by the Volunteer Coordinator and supervisor;
- Ensure maximum safety of all volunteers in the City program;
- Always be polite, helpful and friendly to all citizens, other volunteers and employees.
- Maintain a professional appearance at all times with regard to dress, hygiene and conduct;
- Provide at least 24 hours notice if you are unable to work (*except in an emergency*);
- Protect confidential information and exercise good judgment when acting on the City's behalf;
- Accept supervision with a willingness to learn and to ask questions about tasks of information not understood;
- Notify the Volunteer Coordinator that you have concluded your volunteer position so that we can keep our database up-to-date;
- Give prior notice if withdrawing or postponing availability.

SCHEDULE: Start Date: _____ End Date: _____

Estimated Hours Per Month: _____

I understand and agree to the responsibilities expected of me as a volunteer for the City of Rancho Cordova.

Volunteer Signature: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

I understand and agree to the responsibilities expected of me as a volunteer coordinator.

Volunteer Coordinator Signature: _____ **Date:** _____

PLEASE RETURN THIS FORM TO THE CITY OF RANCHO CORDOVA

Volunteer Coordinator, Lorianne Ulm

2729 Prospect Park Drive, Rancho Cordova, CA 95670

Email to: volunteer@cityofranchocordova.org or Fax: (916) 851-8755