

**Resolution No. 193**

**A RESOLUTION OF THE CITY OF  
WOODINVILLE, WASHINGTON, ADOPTING  
VOLUNTEER POLICIES AND PROCEDURES.**

**WHEREAS**, by adopting the Parks Recreation and Open Space Plan, the City committed to "establishing and coordinating the activities of an active volunteer corps to assist staff and other city official with park and recreation programs and facility maintenance and development"; and

**WHEREAS**, the City of Woodinville is committed to the effective, safe, and meaningful use of community volunteers in order to build community spirit, meet civic objectives, and increase the satisfaction of the public in all areas of City service; and

**WHEREAS**, the Woodinville Parks and Recreation Commission has completed a comprehensive study of the policies and procedures necessary to support this service;

**NOW, THEREFORE,**

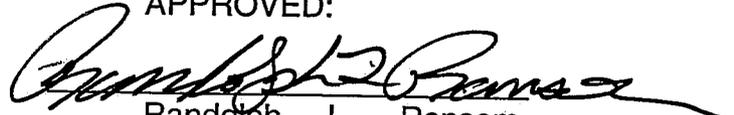
**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES  
RESOLVE AS FOLLOWS:**

Section 1. Adoption of the Plan. The City Council hereby adopts the Volunteer Policies and Procedures of the City of Woodinville, as set forth in Attachment A.

Section 2. Review. The City Council hereby directs the Parks and Recreation Commission to review the plan every two years and recommend any necessary changes.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN  
AUTHENTICATION OF ITS PASSAGE THIS 9th DAY OF APRIL 2001.

APPROVED:

  
Randolph L. Ransom,  
MAYOR

ATTEST/AUTHENTICATED:

  
SANDRA C. STEFFLER/CMC  
CITY CLERK

# **VOLUNTEER POLICIES AND PROCEDURES OF THE CITY OF WOODINVILLE, WASHINGTON**

*The mission of the City of Woodinville Volunteer Program is to promote Council goals by recruiting, training, managing and celebrating the efforts of community volunteers who offer their skills and their hearts to making Woodinville a better place to live and work.*

## **Section I - Overall Volunteer Policy**

### **1.1 Utilization of Volunteers**

The City of Woodinville is best served by the active participation of citizens of the community. Through involvement in civic assistance, environmental and recreation programs and special event support our citizens of all ages learn more about their City and their fellow citizens, forming strong bonds with one another. To this end, the City accepts and encourages the involvement of volunteers within all appropriate programs and activities. All City Council members, commission and board members, and staff members are encouraged to assist in the creation of meaningful and productive roles for volunteers.

### **1.2 Purpose of Volunteer Policies**

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. The Volunteer Coordinator, upon approval of the Parks and Recreation Department Director, shall determine areas not specifically covered by these policies.

### **1.3 Scope of Volunteer Policies**

Unless specifically stated, these policies apply to all non-elected and non-appointed volunteers in all programs and projects undertaken on behalf of the City, and to all departments and sites of operation of the City.

### **1.4 Role of the Volunteer Coordinator**

The productive utilization of volunteers requires a planned and organized effort. The function of the Volunteer Coordinator is to provide a central coordinating contact for effective volunteer management within the City, and to direct and assist staff and volunteer efforts to provide more productive services.

The Volunteer Coordinator shall bear primary responsibility for recruiting suitable volunteers, planning effective volunteer utilization, assisting staff in training volunteers for productive and creative roles, and for tracking and evaluating the contribution of volunteers to the City.

### **1.5 Definition of "Volunteer"**

A "volunteer" is anyone who without compensation performs a task at the direction of and on behalf of the City. A "volunteer" must be officially accepted and enrolled by the City prior to performance of the task. Unless specifically stated in the Personnel Policies of the City of Woodinville, volunteers shall not be considered as "employees" of the City of Woodinville.

### **1.6 Special Purpose Volunteers**

Special Purpose Volunteers are those persons who are directed by a legal authority or those persons who wish to fulfill requirements of academic performance through community service with the City of Woodinville.

The City encourages as volunteers those participating in

- a) Student community service activities such as National Honor Society, DECA, Key Club, Builders' Club, Earth Club, and junior high school, high school and college requirements,
- b) Alternative sentencing or diversion programs through King County Juvenile Court, Northshore Juvenile Court Conference Committee and Traffic Court programs,

- c) Corporate volunteer programs, such as Windermere Realty's "Day of Caring,"
- d) Civic clubs: Rotary, Kiwanis, Lions Clubs, youth groups and other volunteer referral programs.

### **1.7 Employees as Volunteers**

The City accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is

- a) provided totally without any coercive nature,
- b) involves work which is outside the scope of normal staff duties, and
- c) is provided outside of usual working hours.

### **1.8 Service Terminated by Volunteer**

The volunteer may at any time, for whatever reason, decide to sever his or her relationship with the City. Notice of such a decision should be communicated immediately to the Volunteer Coordinator.

### **1.9 Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable resource to the City, its staff, and its residents. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as respected co-workers, the right to effective supervision, the right to appropriate involvement and participation, and the right to recognition for work done.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the City.

### **1.10 Scope of Volunteer Involvement**

Volunteers may be utilized in all programs and activities of the City, and serve at all levels of skill and decision-making. Volunteers should not, however, be utilized to displace any paid employees from their positions.

## **1.11 Safety and Welfare of Volunteers**

Of paramount importance is the safety and welfare of volunteers. Accepted commonsense standards of behavior are to be incorporated into job descriptions and standards. Supervisors are to be trained in basic First Aid and preferably CPR. A First Aid kit is to be at hand at all events and work parties. In the event of an injury, appropriate First Aid is to be given, and the supervisor is to immediately complete an accident report\* and submit a copy to the Volunteer Coordinator. Access to a telephone and/or radio communication should be available at all events and work parties.

All minors are to be directly supervised by an adult. No power tools are to be used by minor volunteers under the age of eighteen.

*\*See Attachment A*

## **Section 2 - Volunteer Management Procedures**

### **2.1 Maintenance of Records**

A system of records will be maintained on each volunteer with the agency, including dates and hours of service, positions held, and awards received. Volunteers and appropriate staff shall be responsible for submitting all appropriate records\* and information to the Volunteer Coordinator in a timely and accurate manner.

Volunteer personnel records shall be accorded the same confidentiality as City of Woodinville personnel records.

State Patrol background checks will be filed and renewed every two years for those on-going volunteers whose jobs require background checks.

Separate records will be kept for mandated community service hours. \*\*

*\*See Attachment B*  
*\*\*See Attachment C*

### **2.2 Representation of the City**

Prior to any action or statement that might significantly affect or obligate the City, volunteers should seek prior consultation and approval from their supervisor. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or

other financial obligations. Volunteers may be authorized to act as representatives of the City as specifically indicated within their job descriptions and only to the extent of such written specifications.

### **2.3 Confidentiality**

Access to confidential records is restricted to designated City of Woodinville staff.

### **2.4 Worksite**

An appropriate worksite shall be established by the supervisor prior to the enrollment of any volunteer. This worksite shall contain necessary facilities, equipment, and space to enable the volunteer to effectively and comfortably perform his or her duties. Volunteer work sites are subject to the same safety requirements as are all City work sites.

### **2.5 Dress Code**

As representatives of the City, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers are to be identified as such through wearing nametags or other methods provided by the City of Woodinville.

### **2.6 Timesheets**

Individual volunteers are responsible for the accurate completion and timely submission of timesheets. All volunteers shall sign in when beginning service and sign out when service is completed for that day.

## **Section 3 - Volunteer Recruitment and Selection**

### **3.1 Position Descriptions**

Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position by the requesting staff. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially. All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of the benefits brought to the City through completion of the job. The Volunteer Coordinator is available to assist staff in the development of volunteer jobs and position descriptions\*.

*\*See Attachment D*

### **3.2 Staff Requests for Volunteers**

Requests for volunteers\* shall be submitted in writing complete with a position description and a requested timeframe. No verbal requests will be honored. The recruitment of volunteers is enhanced by creative and interesting jobs and by a two-week advance notice. "Rush" requests are to be marked as such. If the Volunteer Coordinator cannot meet the timeline requested, staff will be contacted within 24 hours.

*\*See Attachment E*

### **3.3 Recruitment**

Volunteers shall be recruited by the City on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

### **3.4 Recruitment of Minors**

Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering.

### **3.5 Interviewing**

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview\* should determine the qualifications of the volunteer, his or her commitment to fulfill the requirements of the position, and provide an opportunity for the volunteer to ask questions.

*\*See Attachment F*

### **3.6 Placement with At-Risk Clients**

Where volunteers are to be placed in direct contact with at-risk clients, additional screening procedures may be instituted. These procedures may include reference checks, direct background investigation, criminal investigation, etc. All volunteers to be placed with at-risk clients shall submit adequate information to allow the City to conduct a background check. Volunteers who refuse permission to conduct these checks or who fail to submit the proper information, will not be accepted for placement with these clients.

City staff should prepare a form to collect the necessary information, and such form should include a statement to be signed by the prospective volunteer acknowledging that the City may use this information to perform a background check. Such form should also require the prospective volunteer to make the disclosures set forth in RCW 43.43.834(2).

Within ten days of receiving a response from the state patrol, the City shall notify the prospective volunteer of the availability of such response, and shall provide a copy to the prospective volunteer upon request.

For the purposes of this section "at-risk clients" shall include children under sixteen years of age, developmentally disabled persons, and "vulnerable adults" as that term is defined in RCW 43.43.830(10).

### **3.7 Performance**

Any volunteer who, after acceptance and assignment by the City of Woodinville, enters a course of medical treatment which might adversely impact upon the performance of his or her volunteer duties shall consult with the Volunteer Coordinator and the Parks and Recreation Director.

### **3.8 Placement**

In placing a volunteer in a position, consideration shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the needs of both the volunteer and the supervising staff can be met. No position should be given to an unqualified volunteer.

### **3.9 Staff Supervision**

Supervising staff should participate in interviewing and placement of volunteers whenever possible. Final assignment of a potential volunteer should be reviewed and approved by the appropriate supervisor.

### **3.10 Acceptance and Appointment**

Service as a volunteer with the City shall begin with an official notification of acceptance or appointment to a volunteer position by the Volunteer Coordinator. No volunteer shall begin performance of any position until he or she has been officially accepted for that position and has completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork\* and shall receive a copy of his or her job description.

*\*See Attachment G*

### **3.11 Re-Assignment**

A volunteer who is re-assigned to a new position shall be interviewed for that position and shall receive appropriate orientation and training for that position before he or she begins work. In addition, any screening procedures appropriate for that specific position must be completed, even if the volunteer has already been working with the City.

### **3.12 Professional Services**

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license must be on file with the Volunteer Coordinator.

## **4. Volunteer Training and Development**

### **4.1 Orientation**

All volunteers will receive a general orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the positions that they are accepting in that effort.

### **4.2 On-the-Job Training**

Volunteers will receive specific on-the-job training to provide the information and skills necessary to perform volunteer assignments. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the positions and the capabilities of the volunteers.

### **4.3 Staff Involvement in Orientation and Training**

Those staff that will be in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them. The Volunteer Coordinator shall assist with training.

### **4.4 Volunteer Involvement in Orientation and Training**

Experienced volunteers may be included in the design and delivery of volunteer orientation and training.

### **4.5 Continuing Education**

Volunteers are encouraged to improve their levels of skill during their terms of service. Additional training and educational opportunities may be made available to volunteers during their service with the City. This continuing education may include both additional information on performance of their current volunteer assignment, as well as more general information. It may be provided either by the City or by assisting the volunteer to participate in educational programs provided by other entities.

## **Section 5 - Volunteer Supervision**

### **5.1 Requirement of a Supervisor**

Each volunteer with the City must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a City staff person, a trained adult volunteer, or other designated person. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance. An adult must supervise minors under the age of eighteen.

### **5.2 The Volunteer as Volunteer Supervisor**

After consultation with the Volunteer Coordinator, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the Volunteer Coordinator or staff designee.

### **5.3 Volunteer/Staff Relationships**

Volunteers and staff are considered to be partners in implementing the mission and programs of the City, with each having a complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

### **5.4 Acceptance of Volunteers by Staff**

No volunteer will be assigned to work with a staff person without the consent of that staff person. Since volunteers are considered a valuable resource in performing the City's work, staff is encouraged to seriously consider creative ways in which volunteers can be of service and to consult with the Volunteer Coordinator if in need of assistance or additional training.

### **5.5 Staff Volunteer Management Training**

An orientation on working with volunteers will be provided to all staff. In-service training on effective volunteer utilization may be provided to those staff members that are highly involved in volunteer management.

## **5.6 Staff Involvement in Volunteer Evaluation**

Supervising staff shall be involved in all evaluation and work assignments of volunteers with whom they are connected.

## **5.7 Lines of Communication**

Volunteers are entitled to all information pertinent to the performance of their work assignments except that information which the City deems to be confidential. Lines of communication operate in both directions, and exist both formally and informally. Volunteers should be consulted regarding decisions that would substantially affect the performance of their duties.

## **5.8 Absenteeism**

Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers shall inform the supervising staff member and/or Volunteer Coordinator as far in advance as possible so that alternative arrangements may be made. Court-ordered participants will be remanded back to the court after two "no-shows" or tardiness.

## **5.9 Standards of Performance**

Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished, and appropriate timelines for accomplishment of the work.

## **5.10 Request for Volunteer Feedback**

The City may, from time to time, seek feedback from its volunteers in an effort to improve its volunteer programs.

*\*See Attachment H*

## **5.11 [Reserved]**

## **5.12 [Reserved]**

## **5.13 [Reserved]**

#### **5.14 Right to Reject Services**

The City reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment or any other contractual right is created by these policies. The City is grateful for the volunteer services of the community, but nothing in these policies should be interpreted as a right to participate in any program, nor to assure the continuance of any volunteer position, provided, however, that participation in any volunteer position of the City shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law. Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, misuse of City equipment or materials, mistreatment of clients or co-workers, failure to abide by City policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

#### **5.15 Notice of Departure or Re-Assignment of a Volunteer**

In the event that a volunteer departs the City, whether voluntarily or involuntarily, or is re-assigned to a new position, it shall be the responsibility of the Volunteer Coordinator to inform those affected staff.

#### **5.16 Resignation**

Volunteers may resign from volunteer service with the City at any time. It is requested that volunteers who intend to resign provide advance notice of departure and a reason for this decision.

#### **5.18 [Reserved]**

#### **5.19 Communication with the Volunteer Coordinator**

Supervisors of volunteers are responsible for regular communication with the Volunteer Coordinator on the status of volunteers, and are responsible for the timely provision of all necessary paperwork. The Volunteer Coordinator shall be informed immediately of any substantial change in the work or status of a volunteer and shall be consulted in advance of any corrective action.

## **5.20 Evaluation of Volunteer Utilization**

The Volunteer Coordinator shall conduct an annual evaluation of the utilization of volunteers by the City. This evaluation shall include information gathered from volunteers, staff, and clients including hours served, projects, events, and programs.

## **Section 6 - Volunteer Support and Recognition**

### **6.1 Hospitality**

Pursuant to City policy\*, the City of Woodinville may provide refreshments for volunteer work parties more than two hours. There will be no refreshments purchased for efforts of less than two hours.

*\*See Attachment J*

### **6.2 Access to City Property and Materials**

As appropriate, volunteers shall have access to City of Woodinville property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. At no time shall a volunteer operate City vehicles.

### **6.3 Insurance**

Liability and accident insurance is provided for all volunteers engaged in City of Woodinville business. Coverage is through the State of Washington Labor and Industries insurance, paid by the City. Further information regarding such insurance is available from the City Finance Department.

### **6.4 Recognition**

Thank you letters, emails, and/or verbal thanks are to be given to all volunteers within a week after any event longer than two hours.

An annual volunteer recognition event will be held to highlight and reward the contributions of volunteers to the City of Woodinville. Volunteers will be consulted and involved in order to develop an appropriate format for the event.

### **6.5 Informal Recognition**

All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from a simple "Thank You" to a concerted effort to include volunteers as full participants in program decision-making and implementation.

## **6.6 Volunteer Career Paths**

Volunteers are encouraged to develop their skills while serving with the City, and are to be assisted through promotion to new volunteer jobs to assume additional and greater responsibilities. If so desired by the volunteer, the City shall assist the volunteer in maintaining appropriate records of volunteer experience that would assist the volunteer in future career opportunities, both paid and volunteer. Letters of recommendation for college and/or employment fall in this category.

DEPT OF LABOR & INDUSTRIES  
DIV. OF INDUSTRIAL SAFETY &  
SAFETY EDUCATION SECTION  
OLYMPIA, WA 98504

THIS IS YOUR RECORD - KEEP IN YOUR FILE

## Supervisor's Report of an Accident

Name of injured employee:

Age	Length of		Department	Section
	Employment	Employment		
	At plant	On job		

# SUPERVISOR'S REPORT OF AN ACCIDENT

NAME OF INJURED EMPLOYEE: \_\_\_\_\_ DATE OF REPORT \_\_\_\_\_

AGE	LENGTH OF EMPLOYMENT AT PLANT	ON JOB	DEPARTMENT	SECTION
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<input type="checkbox"/> HEAD <input type="checkbox"/> EYES <input type="checkbox"/> TRUNK <input type="checkbox"/> ARMS	<input type="checkbox"/> HANDS <input type="checkbox"/> LEGS <input type="checkbox"/> TOES <input type="checkbox"/> INTERNAL	<input type="checkbox"/> WOUNDS <input type="checkbox"/> STRAIN & SPRAIN <input type="checkbox"/> HERNIA <input type="checkbox"/> FRACTURE	<input type="checkbox"/> AMPUTATION <input type="checkbox"/> BURNS <input type="checkbox"/> FOREIGN BODY <input type="checkbox"/> SKIN (occupational)	<input type="checkbox"/> DEATH <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> LOST TIME <input type="checkbox"/> DUE TO DELAYED MEDICAL TREATMENT
REMARKS: _____		REMARKS: _____		REMARKS: _____

DATE OF INJURY	HOUR	DEPARTMENT	EXACT LOCATION
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EWITNESSES \_\_\_\_\_

DESCRIBE ACCIDENT; INCLUDE THE MACHINE, EQUIPMENT, OBJECT OR SUBSTANCE INVOLVED . . . ALL DETAILS . . . USE BACK SPACE IF NECESSARY \_\_\_\_\_

CAUSE: Mark basic cause  Mark contributing cause, if any

<b>UNSAFE CONDITIONS</b> 1 <input type="checkbox"/> INADEQUATELY GUARDED 2 <input type="checkbox"/> UNGUARDED 3 <input type="checkbox"/> DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE 4 <input type="checkbox"/> UNSAFE DESIGN OR CONSTRUCTION 5 <input type="checkbox"/> HAZARDOUS ARRANGEMENT 6 <input type="checkbox"/> UNSAFE ILLUMINATION 7 <input type="checkbox"/> UNSAFE VENTILATION 8 <input type="checkbox"/> UNSAFE CLOTHING 9 <input type="checkbox"/> INSUFFICIENT INSTRUCTION	<b>UNSAFE ACTS</b> 1 <input type="checkbox"/> OPERATING WITHOUT AUTHORITY 2 <input type="checkbox"/> OPERATING AT UNSAFE SPEED 3 <input type="checkbox"/> MAKING SAFETY DEVICES INOPERATIVE 4 <input type="checkbox"/> USING UNSAFE EQUIPMENT OR EQUIPMENT UNSAFELY 5 <input type="checkbox"/> UNSAFE LOADING, PLACING, MIXING 6 <input type="checkbox"/> TAKING UNSAFE POSITION 7 <input type="checkbox"/> WORKING ON MOVING OR DANGEROUS EQUIPMENT 8 <input type="checkbox"/> DISTRACTION, TEASING, HORSE PLAY 9 <input type="checkbox"/> FAILURE TO USE PERSONAL PROTECTIVE DEVICES
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WHY WAS THE UNSAFE ACT COMMITTED? \_\_\_\_\_ WHY DID THE UNSAFE CONDITION EXIST? \_\_\_\_\_

ANY PHYSICAL DISABILITIES? \_\_\_\_\_

NUMBER OF PREVIOUS DISABLING INJURIES? \_\_\_\_\_

**GUIDES TO CORRECTIVE ACTION**

BASED ON THE CAUSE CHECKED ABOVE, I AM TAKING THE FOLLOWING CORRECTIVE ACTION:

<b>UNSAFE ACT</b> 1 <input type="checkbox"/> STOP THE WORKER 2 <input type="checkbox"/> STUDY THE JOB 3 <input type="checkbox"/> INSTRUCT (tell—show—try—check) 4 <input type="checkbox"/> FOLLOW UP 5 <input type="checkbox"/> ENFORCE	<b>UNSAFE CONDITION</b> 1 <input type="checkbox"/> REMOVE 2 <input type="checkbox"/> GUARD 3 <input type="checkbox"/> WARN 4 <input type="checkbox"/> SUPERVISORY TRAINING	If Supervisor Can't Handle, Then 5 RECOMMEND TO: (a) <input type="checkbox"/> OWN BOSS, OR (b) <input type="checkbox"/> SAFETY COMMITTEE, OR (c) <input type="checkbox"/> MAINTENANCE DEPT., OR (d) <input type="checkbox"/> _____ 6 FOLLOW UP
--	--	---

WHAT I AM ACTUALLY DOING TO PREVENT SIMILAR INJURIES \_\_\_\_\_

WHAT FURTHER RECOMMENDATIONS? \_\_\_\_\_

SIGNATURES	_____ IMMEDIATE SUPERVISOR OR FOREMAN	_____ REC. BY PLANT MANAGER OR SUPT.
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## City of Woodinville

### INFORMATION ON COMPLETING MANDATED COMMUNITY SERVICE HOURS

(Please read before beginning to complete your hours)

It is required by law that all individuals working with these adults/youth keep confidential any information that may identify them.

#### VALID REASONS FOR TERMINATION FROM THE SITE:

1. Unexcused absence (you must call in if unable to work a scheduled time).
2. In possession or under the influence of alcohol/drugs.
3. Behavior that endangers self or others.
4. Damaging or taking property belonging to others.
5. Hostile or uncooperative attitude exhibited toward supervisor, staff or other volunteers.
6. Failure to abide by specific work site rules.

We cannot give credit for hours that have not been worked as a reward for good performance, good behavior or for any other reasons.

The supervisor expects you to arrive on time and stay the hours pre-arranged by you. \_\_

Please call \_\_\_\_\_ at \_\_\_\_\_ if you will be arriving late or need to change your schedule for any reason.

If you have any problems or questions please contact our Volunteer Coordinator, John Markuson at 425-398-9327 x298.

**You must sign in upon arrival and sign out before departing each day.**

I have read the above information and I understand it. I have been given the opportunity to ask any questions.

Sign Name \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Phone \_\_\_\_\_



## Volunteer Job Description

Date and time: \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_

Park here:

Meet \_\_\_\_\_ at \_\_\_\_\_  
(Supervisor) (Location)

Wear this:

Bring this:

Do these things:

Don't do these things:



**VOLUNTEER PROJECT REQUEST FORM**

This form is to be submitted to Volunteer Coordinator to request volunteers for a city project.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Extension Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Priority: (Circle One) **Urgent** **Within three weeks** **No Hurry**

When (date and time of project requested): \_\_\_\_\_

Location/Address of Project: \_\_\_\_\_

Type of project: \_\_\_\_\_

Reason for volunteer request? \_\_\_\_\_

Estimated number of man-hours needed for project: \_\_\_\_\_

**Type of work being done: (Describe tasks)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Needed, if any:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

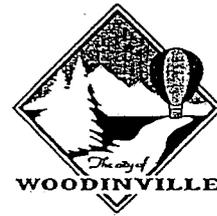
**Prep Work for project to be done by Parks Staff:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC RELATIONS/ADVERTISING FOR EVENT**

- 1. Camera/Photos
- 2. Web Page
- 3. Radio Station
- 4. Press Release

*For office use only*  
# of volunteers \_\_\_\_\_  
# of hours \_\_\_\_\_

## City of Woodinville Volunteer Intake Form



It is the policy of the City of Woodinville to provide volunteer opportunities without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability.

### PERSONAL INFORMATION (Complete all information)

Last Name:	First Name:	Middle Initial:	Birth Date:
Street Address:		City:	State:      Zip:
Home Phone:	Work Phone:	E-Mail:	

1. Please check all specific interest areas you would like to volunteer in:

- Office                       Teen Programs                       At Risk Youth                       Senior Programs  
 Recreation                       Park Maintenance                       Natural Resources                       Special Events  
 Special Needs Programs                       Other \_\_\_\_\_

2. I hereby identify that I am capable of performing duties without accommodation, or with the following accommodation(s):

\_\_\_\_\_

3. Please indicate the days and times you are available to volunteer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

4. School currently attending: \_\_\_\_\_ Grade: \_\_\_\_\_

5. Have you ever been convicted of a felony or released from prison within the last seven (7) years or convicted of a misdemeanor other than traffic offenses within the past three (3) years? (A conviction record is not an absolute bar to acceptance.) \_\_\_ Yes \_\_\_ No

If yes, please explain:

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6. Please list two personal references who are not relatives:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

7. List any previous work and/or volunteer experiences:

NOTES (to be complete by Volunteer Coordinator):



CITY OF WOODINVILLE  
PARKS AND RECREATION

ATTACHMENT G

AGREEMENT REGARDING INDIVIDUAL VOLUNTEER SERVICE WITHIN THE CITY

I hereby volunteer my services to the City of Woodinville. I understand I will not be compensated for my work but I volunteer to do so in a responsible manner. I understand that I am not to appear for volunteer service under the influence of any drugs or alcohol.

I hereby identify that I am capable of performing duties without accommodation, or with the following accommodation(s):

I understand that my responsibilities include staying at my designated post until authorized to leave by a supervisor. I will record the hours I worked on my volunteer time card and leave this card with my supervisor. These volunteer hours will be calculated monthly.

Further, I understand regarding any injuries to myself during this volunteer service that:

- a) my hours of volunteer service are included in the State Labor and Industries coverage for volunteer workers, and
- b) I understand that I am to report any on-the-job injury or illness, no matter how minor, to my supervisor.

I consent to the City performing a background check into my history in accordance with RCW 43.43.834 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. (Your full legal name and birth date is required below in order for the City to perform this background check.)

I grant full permission to use any photographs, videotapes, motion pictures, recordings or any other record of my volunteer activities to the City of Woodinville.

Further, I understand that I or the City may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of my volunteer services beginning this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

I acknowledge that I understand the policies listed above and have had the opportunity to ask any questions.

\_\_\_\_\_  
City of Woodinville

\_\_\_\_\_  
Volunteer's Full Name (Please print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

**VOLUNTEER INTERESTS:**

- \_\_\_\_\_ Manual labor
- \_\_\_\_\_ Office work
- \_\_\_\_\_ Special Event Support
- \_\_\_\_\_ Recreation Program Support
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Parent/Guardian if Volunteer under age 18/Please sign & print name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number (with area code)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Emergency Contact Name & Phone Number

# REQUEST FOR VOLUNTEER FEEDBACK

Dear Volunteer,

We are monitoring the City of Woodinville's volunteer program and seeking comments from you to help us improve it. Please take a few minutes to fill out this survey and either drop it off in the mail or at City Hall.

Are you active with our volunteer program? Yes No

When did you begin? \_\_\_\_\_  
Date

What have you done? \_\_\_\_\_  
\_\_\_\_\_

Why did you sign up to do volunteer work with the City of Woodinville?

I wanted to make a difference.

most important    important    sort of important    not important

It sounded like fun.

most important    important    sort of important    not important

I enjoy working with (circle one or more)...

Plants    People    Teens    Children    Special Needs    Individuals

It was a school requirement.

most important    important    sort of important    not important

It was a scout project.

most important    important    sort of important    not important

My mother/father made me do it.

Yes    No

Other: \_\_\_\_\_

If these were required community service hours for school, church, or scouts, would you consider continuing to work for the City as a volunteer? yes no

How can we improve? What should we change? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to inform us.

John Markuson  
Volunteer Coordinator



# VOLUNTEER PERFORMANCE REVIEW

(To be completed by supervisor and returned to Volunteer Coordinator)

Volunteer's Name: \_\_\_\_\_

Tasks Completed: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Review Period: From \_\_\_\_\_ To \_\_\_\_\_

Please fill out all applicable sections of this form.

	Excellent	Good	Fair	Poor	N/A
<b>Reliability/Timeliness:</b> (explain any absence or tardiness) _____ _____	1	2	3	4	5
<b>Initiative:</b> (takes responsibility)	1	2	3	4	5
<b>Teamwork:</b> (works well with staff members, youth, teens, volunteers & others)	1	2	3	4	5
<b>Judgment:</b> (uses sound judgment in decision making, follows instructions appropriately)	1	2	3	4	5
<b>Attitude:</b> (attitude towards project and supervision)	1	2	3	4	5
<b>Positive Role Model:</b>	1	2	3	4	5

**Observations/Concerns:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you have this volunteer work for you again?  Yes  No

If no, reason: \_\_\_\_\_

## Food or Beverage Request for Authorization

Food or beverage costs that are not associated with traveling for a class or conference, require pre-approval by the City Manager. Please provide the information that is requested below, and route to the City Manager for his signature, at least three working days prior to the event (see policy on reverse side).

**Today's Date:**

**Date of Event:**

**Department:**

**Description of Event (include who will be provided food/drink; how it relates to City business; what public purpose was served):**

**Estimated Costs (please provide detail of what will be purchased at what cost):**

\_\_\_\_\_  
**Department Director signature**

\_\_\_\_\_  
**City Manager signature**

**Route to Finance for attachment to claims voucher**