



Volunteer Registration and Service Agreement

Instructions: Print or Type Responses		Mark with "X" where appropriate	
1. Name: <i>(first, middle, last as you wish it for records)</i> _____	3. Phones day: _____ evening: _____		
2. Date of Birth: _____	4. e-mail _____		
5. Street address: <i>(include apartment number)</i>	6. City:	7. State:	8. Zip:
9. Emergency Contact Information (Name and Phone Number)			
10. Is there any other pertinent information that we should know about you?			
11. At which facility/park would you like to volunteer?		11. If you represent a group provide the name	
12. Indicate the type of volunteer work you are interested in:			
General	Parks Maintenance	Recreation:	
<input type="checkbox"/> docent	<input type="checkbox"/> ecological restoration	<input type="checkbox"/> coach	
<input type="checkbox"/> computer work	<input type="checkbox"/> GSP Forest Steward	<input type="checkbox"/> mentoring	
<input type="checkbox"/> special event assistance	<input type="checkbox"/> Friends of Site Leader	<input type="checkbox"/> before/after school program	
<input type="checkbox"/> office work	<input type="checkbox"/> ongoing Steward	<input type="checkbox"/> sports programs	
<input type="checkbox"/> writing (grants, newsletters)	<input type="checkbox"/> 1 time only project	<input type="checkbox"/> pool assistance	
<input type="checkbox"/> mailings	<input type="checkbox"/> trail maintenance	<input type="checkbox"/> day camps	
<input type="checkbox"/> graphic arts	<input type="checkbox"/> off leash program	<input type="checkbox"/> arts/crafts programs	
<input type="checkbox"/> facility upkeep	<input type="checkbox"/> litter clean up	<input type="checkbox"/> late night program	
<input type="checkbox"/> Other: please indicate:			
Availability _____			

13. Valid/Current WA State Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No CPR <input type="checkbox"/> Yes <input type="checkbox"/> No First Aid <input type="checkbox"/> Yes <input type="checkbox"/> No			

Volunteers are not considered to be City of Seattle employees for any purposes. Injury compensation is provided as described in the Service Agreement. Volunteer service is considered to be creditable work experience. The data furnished on this form is furnished voluntarily and will only be used to contact, interview and place volunteers in their work assignment.

Recreation Volunteers Return to: Staff at the Recreation Center where you will volunteer	Parks Volunteers return to: Aretha Alexander, Volunteer Programs, MS#14 Seattle Parks and Recreation, Westbridge Op. 4209 W. Marginal Way, SW Seattle, WA 98106
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SEATTLE DEPARTMENT OF PARKS AND RECREATION

I. SERVICE AGREEMENT FOR PARKS AND RECREATION VOLUNTEERS

The City of Seattle, acting by and through its Department of Parks and Recreation (called the “Department” herein,) and _____ (called the “Volunteer” herein,) agree as follows: (print name)

1. The Department shall:
 - a. Provide the Volunteer with such training, supervision, staff support, work space, and materials as the Department deems necessary to enable the Volunteer to perform his/her donated support services.
 - b. Provide the Volunteer \$25,000 insurance for an injury incurred while volunteering, and personal liability insurance coverage (limit \$1,000,000 per occurrence) at no cost to the Volunteer for claims arising out of the Volunteer’s service as a registered Volunteer. This coverage shall not apply to the Volunteer’s use of automobiles; furthermore, it is secondary to any other insurance the Volunteer may have.
 - c. Appear and defend a claim or lawsuit made against the Volunteer personally arising in the scope and course of carrying out an assignment as authorized by Seattle Municipal Code 54.64.100.
 - d. Provide Volunteer with authorization to drive a City vehicle when required to perform official City business at request of the Department, subject to volunteer providing evidence of a Washington State driver’s license and signing the Driving Guidelines document. In the event a claim or legal action arises out of an accident involving the Volunteer’s authorized use of a City vehicle, the Department will request such action be defended by the City’s Corporation Counsel, in accordance with provisions of Seattle Municipal Code 4.68.030 and the Driving Guidelines document.

2. The Volunteer shall:
 - a. Abide by and conform to Department policies relative to appearance, discipline, attendance, caliber of work and written and oral directives.
 - b. Be personally responsible for prompt and accurate recording of his/her hours of actual work in the format provided by the Department. Failure to do so may result in loss of benefits.
 - c. Notify the Department when circumstances dictate termination of his/her volunteer service if prior to the date agreed upon in Section 3.
 - d. Indemnify and hold the City of Seattle free and harmless from all liability arising out of any and all claims, demands, losses, damages, action or judgments of every kind and description which may occur to or be suffered by the Volunteer by reason of activities arising out of this agreement, except as stated in 1c and 1d above.

3. This agreement will be terminated upon written notice by either party to the other.

Volunteer Signature: _____ Date: _____

Parent’s signature or guardian if under 18 _____ Date: _____

II. DEPARTMENT

Supervisor Signature: _____

Supervisor Title: _____

Volunteer Position: _____ Position Location: _____