

Volunteer Operation Manual



Approved by:

Darrell R. Crittendon, CPRP

Director of Parks and Recreation

A handwritten signature in purple ink, which appears to read "Darrell R. Crittendon", is written over a horizontal line.

Signature

3-2-2022

Date

Table of Contents

Mission Statement	3
Vison Statement	3
Important Addresses	3
Welcome.....	3
Volunteer Mission	4
Benefits.....	4
Volunteer Opportunities	4
Staff Positions	5
Volunteer Classifications	5
Guidelines And Procedures	5
Responsibilities Of The Volunteer Program	9
Responsibilities Of The Volunteer	9
Volunteer Acknowledgement And Authorization	10
Volunteer Background Disclosure	11
Volunteer Agreement.....	12
Individual Volunteer Application.....	13
Group Volunteer Application	15
Volunteer Sign-In Sheet.....	16
Volunteer Evaluation Form	17 V

Mission Statement

To enrich the quality of life for Norfolk citizens by providing recreation choices and opportunities for youth, adults, and special populations while ensuring the efficient management and maintenance of the city's parks, playgrounds, beaches, urban forest, and city-owned cemeteries.

Vison Statement

Refresh, Re-connect, Re-focus

Important Addresses

Parks and Recreation Administration Office : 220 Boush Street, Norfolk, VA 23510

Welcome

Thank you for your interest in becoming a volunteer with Parks and Recreation. We value your time and are glad you have chosen to use your talents to provide valuable services to residents and visitors of our department.

Parks and Recreation provides a variety of high quality recreational and leisure programs to enhance the quality of life. The department is responsible for managing over 2,500 acres on public and open space, 3,000 trees, 8.0 miles of public beaches, 3 beach parks, 2 festival parks, 6 community parks, 37 neighborhood parks, 13 dog parks, 20 community centers with active park amenities, 27 athletic fields, 23 recreational and specialized facilities, 3 senior centers, 6 pools, a skate park, and the Norfolk Emerging Leader's Program.

Parks and Recreation employees work very hard, alongside volunteers, to make Norfolk a better place to live, work, and play. Our volunteers are truly an essential part of our operation. We are committed to working with each volunteer on an individual basis in order to build a mutually beneficial relationship, in which you will use your strengths, passions, and dedication to benefit our community.

As a member of our team, it is important that you understand our policies and procedures. In addition to this manual, volunteers are also required to read the relevant City policies mentioned here and take direction from the City of Norfolk employees supervising you.

If you ever have any questions regarding the content in this manual, please contact the Volunteer Coordinator. If we can ever do more to make your experience more successful, please let us know.

Thank you again for choosing us, and we look forward to working with you.

Volunteer Mission

The mission of the Parks and Recreation Volunteer Program is to improve the level and quality of services delivered to residents and visitors by encouraging volunteerism and allowing citizens to participate in local government and positively contribute to its effectiveness.

Benefits

Volunteering or completing an internship will allow you to:

- Gain valuable work experience.
- Develop new skills.
- Explore new careers.
- Get involved in your community.
- Understand city government and positively influence its effectiveness.
- Offer service to others.
- Have fun!

Volunteer Opportunities

Our department offers a wide variety of volunteer positions for you to choose from including one-day special events to on-going programs that occur daily, weekly or monthly. Below are examples of volunteer opportunities available to you:

Administration

- Office Assistant
- Photographer

Aquatics

- Lifeguard & Junior Guard
- Swim League Official
- Swimming Instructor

Computer Resources

- Instructor
- Microsoft WORD, EXCEL, etc.

Dance & Music

- Group Instruction
- Workshop leader

Fitness & Wellness

- Trainer
- Nutritionist

Projects

- Celebrate Trees & planting events
- Norfolk Emerging Leaders
- Adopt-a-Spot
- Arts & Crafts

Sports, Youth & Adult

- Coach or Assistant Coach
- Boxing Center

Therapeutic Recreation

- Activity Assistant
- Special Event Assistant

Visual Arts

- Pottery & ceramics
- Painting & drawing
- Photography
- Quilting & sewing
- Jewelry

Youth Camps

- Summer programs
- Recreation centers

Senior Programs

- Special Events
- Senior Centers

Staff Positions

Volunteer Coordinator: Employee responsible for recruiting, recognizing, and coordinating the placement of volunteers within Parks and Recreation.

Site Supervisor: The person who will directly supervise the volunteer on a day-to-day basis.

Volunteer Classifications

Regular Service Volunteer: A volunteer that works on a regular basis at scheduled times and at regularly scheduled tasks. This volunteer is anticipated to work for a period exceeding 30 days. This volunteer should not be left alone with children, the elderly or disabled or work in a position with access to highly sensitive or confidential information UNTIL a favorable background check has been completed.

Casual Service Volunteer: A volunteer that provides a one-time service or performs occasional tasks. This volunteer is anticipated to work for a period of less than 30 days. Casual Service Volunteers should NOT be left alone with children, the elderly or disabled or work in a position with access to highly sensitive or confidential information.

Non-Paid Intern: All college internships with the City of Norfolk that are unpaid are considered Regular Service Volunteer assignments and will follow the guidelines for that class.

Volunteer Group: A group of individuals seeking an assignment in the City. Each group should be classified as either Regular Service Volunteers or Casual Service Volunteers. They should comply with the guidelines for their classification.

Special Case Volunteer: An individual or group from an outside agency that requires additional agreements in order to perform a service for the city. Examples of this class include: Internships/externships, AARP volunteers, United Way Day of Caring, or other group as determined by Parks and Recreation. All special agreements must be approved by Human Resources and the City Attorney.

Guidelines And Procedures

Assignments – Volunteer and internship assignments will vary based on placement. Work schedule and expectations will be discussed by the Volunteer Supervisor.

Attendance – Program participants are expected to report to their assigned work site as scheduled. If unable to report as scheduled, the program participant should notify their Volunteer Supervisor as soon as possible.

Background Checks – All volunteers eighteen (18) years of age or older are subject to a criminal background check. A background check is mandatory for all Regular Service Volunteers including non-paid interns eighteen (18) years of age or older that work in a position with the potential to be left alone with children, the elderly, or disabled or that work in a position with access to highly sensitive or confidential information. A processing fee will be paid by the volunteer unless waived by the Volunteer Program or the department covers the cost.

Breaks – Please consult your supervisor prior to taking a break. Also consider if you need another volunteer/staff person to relieve you of your position; this is often the case in youth programs, frontline and other customer service positions.

City Property – City of Norfolk equipment may not be used for personal use. Volunteers should receive approval from their Volunteer Supervisor prior to using city owned equipment.

City Vehicle Usage – Volunteers, with an exception given to those in Public Safety, are not permitted to drive City vehicles.

Commitment of Time – Length of volunteer service or internships will vary based on the placement, assignment, and the needs and commitment of the volunteer. Any change in commitment should be discussed with the Volunteer Supervisor.

Communications – Volunteers are to use City of Norfolk telephones, email, voice mail, faxes, and Internet for official city business only. Long distance calls must be approved in advance. Personal use is limited to emergencies. All electronic data is the property of the City of Norfolk and may be considered public record. For more information please review the City of Norfolk's Information Technology Policy as this policy also applies to volunteers.

Conduct – Volunteers are expected to follow the policies, guidelines, and procedures outlined in this manual. Volunteers must abide by the same rules of conduct and professional standards that govern staff. Please review the City of Norfolk Workplace Violence Prevention Policy as it also applies to volunteers.

Confidentiality – Volunteers are responsible for maintaining the confidentiality of all privileged information obtained while working with the City of Norfolk. This privileged information may involve staff, other volunteers and city business.

Conflict of Interest – Volunteers are prohibited from using their position with the City in order to influence; use inside information for gaining purposes; compete with the City of Norfolk in business practices or otherwise; acting on behalf of the City of Norfolk politically or associate his/her own personal beliefs with the City of Norfolk; use City stationary or email to express his/her opinion.

Dress Code – Volunteers should maintain a neat, clean and professional appearance, appropriate for the volunteer assignment. Any concerns or questions regarding the dress code should be addressed with the Volunteer Supervisor. Please review the Dress Code Policy as this policy also applies to volunteers.

Emergency Closings – Volunteers will need to tune into local television and radio stations in order to find out information pertaining to closings and delays.

Evaluations – All regular service volunteers should be given an evaluation by the Volunteer Supervisor at the end of the first 200 hours. Volunteers are asked to complete an exit interview upon resigning from a placement. Periodic surveys are given to the volunteers, Volunteer Liaisons and Volunteer Supervisors in order to assess the Volunteer Program.

Grievance – Volunteers are encouraged to discuss any problems, concerns, or suggestions with their Volunteer Supervisor or Coordinator. The Volunteer Coordinator will document any concerns or

complaints made by the program participant. Volunteers are not eligible to use the City's Grievance Procedure.

Harassment – Harassment of any type by employees or volunteers will not be tolerated. Please review the City of Norfolk Workplace Harassment Policy as it also applies to volunteers.

Identification – Volunteers should wear identification badges that identify the worker as a volunteer or intern. Identification badges are for official City of Norfolk use only and must be worn in an appropriate, visible location. Lost or stolen badges must be reported immediately to the Volunteer Coordinator. Identification badges should be returned to the Volunteer Supervisor upon termination or resignation.

Injury & Health – All accidents and injuries should be reported to the Volunteer Supervisor immediately. The incident should be documented and reported to the Volunteer Coordinator.

Volunteers who are under the care of a physician may be asked to provide documentation from the physician as to their ability to perform their duties safely. Written verification from a physician is required for all volunteers who are under a course of treatment which might affect their work.

Insurance/Liability – Volunteers that are acting on behalf of the City of Norfolk, and are authorized and supervised by the City, will have coverage under the Local Government Policy subject to the limits, terms, and conditions of the policy. Volunteers are not covered under the City of Norfolk Workers compensation coverage; therefore, if injured, there would be no worker's compensation.

Interactions with Youth – The safety of juvenile participants (age 17 or younger) is an important issue to the department. NPR fosters a safe, healthy, and positive environment in which juveniles can have fun. Appropriate, positive interactions between volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factor for youth. Volunteers are always expected to conduct themselves professionally during their interactions with all participants. Social relationships with juvenile participants outside the workplace, or outside the context and scope of NPR services are inappropriate and prohibited. If you have a pre-existing relationship with a juvenile, you should inform your supervisor before your assignment.

To reduce the risk of accusations of inappropriate conduct with youth, volunteers should ensure that there is more than one adult present during activities with youth. If this is not possible, any one-on-one interaction with youth (e.g. providing first aid, correcting conduct, etc.) must take place within sight or hearing of others. Additionally, if there is concern about any interaction between a volunteer and program participants, report it to your supervisor immediately.

Possible consequences for breaches of these guidelines for Interaction with Youth include direction to stop the inappropriate behavior

- Training or coaching
- Verbal or written warning
- Suspension or Termination
- Prosecution by authorities for criminal act

Media Contact – Volunteers should not offer any information or comments to the media. All questions from media should be directed to a Volunteer Supervisor or the Director of Media & Community Relations.

Non-Discrimination – All volunteer applicants are considered for assignment without regard to race, color, religion, gender, national origin, age, covered veteran's status, marital status, or the presence of a non-job-related medical condition or disability.

Orientation and Training – An orientation will be provided to all regular service volunteers by the Volunteer Coordinator or designee. A departmental orientation and job specific training will be provided to all volunteers by their Volunteer Supervisor.

Parental Permission for Unaccompanied Minors – Youth ages 17 years and younger that do not have a parent/guardian present with them cannot participate in the program without a completed permission form.

Personal Information – Volunteers are asked to notify the Volunteer Coordinator of any changes in name, address, phone number, or email address.

Procedures – Volunteers must seek prior consultation and approval from the appropriate staff prior to any action or statement which might affect or obligate the city. These actions may include, but are not limited to, lobbying efforts with other organizations, or any agreement involving contractual or other financial obligations.

Professional Services– Volunteers are not able to provide professional services for which certification/licensing is required unless they possess the proper documentation to do so. Volunteers must provide a copy of the required certification.

Recognition – Volunteers will be recognized by the City of Norfolk based on their hours of service.

Re-Assignment – Volunteers may be re-assigned due to completion of duties, request of the volunteer or Volunteer Supervisor, or corrective action. Volunteers who are re-assigned to a new position will be given a position specific orientation and training for their new assignment.

Reimbursement – Volunteers are not authorized to make purchases on behalf of the City of Norfolk and are not eligible for reimbursement.

Resigning – Volunteers are asked to notify their supervisor at least two weeks prior to resigning. Volunteers may also be asked to complete an exit interview with the Volunteer Coordinator upon resignation.

Risk Management and Safety – It is the responsibility of the Volunteer Supervisor to make sure that the volunteer is properly trained with regards to any equipment used and safety and risk management procedures related to the volunteers' assignment. Volunteers should notify their supervisor of any unsafe working conditions immediately.

Substance Abuse – Use of alcohol, drugs, or underage use of tobacco are strictly prohibited. Any suspected violations should be reported to the Volunteer Coordinator.

Termination – The volunteer/department relationship may be terminated at any time by either party, with or without cause, and the City is not required to provide a reason for dismissal. The Volunteer Coordinator should be consulted prior to dismissal of a volunteer. The Department may decline or terminate a volunteer with or without cause.

Time Reporting – Every volunteer should sign in and out each time they report for assignment. Volunteer Supervisors should record the number of hours.

Responsibilities Of The Volunteer Program

To ensure the program will be consistent and mutually beneficial, the Volunteer Program will:

- Work with departments to post and publicize volunteer opportunities.
- Conduct background checks and provide orientations for program participants.
- Maintain a database that will track the hours and special projects performed by program participants.
- Offer recognition and continuing training/education for program participants.
- Provide trainings and orientations for staff and volunteers.
- Encourage feedback from staff and volunteers regarding the Volunteer Program.
- Retention is the result of a well-organized, welcoming, and meaningful volunteer assignment. The department makes every effort of doing all it can to provide volunteers with life altering experience and the willingness to return or continue their stay.

Responsibilities Of The Volunteer

To ensure a safe and effective volunteer program, the volunteer will:

- Work under the direction of the volunteer coordinator or designated City of Norfolk employee present on-site.
- Complete all paperwork/forms prior to beginning any volunteer service.
- Attend volunteer orientation conducted by the Volunteer Supervisor at the beginning of each volunteer service, reassignment or when daily tasks change significantly.
- Follow the Guidelines and Procedures outlined in this Volunteer Program Manual.

Volunteer Acknowledgement And Authorization

SAMPLE

Please note the following information is for educational purposes only and does not constitute legal advice. Please consult with counsel prior to using this form as part of your screening process.

Acknowledgement and Authorization

I have carefully read and understand the Disclosure regarding procurement of consumer reports provided by _____ ("COMPANY") and this Authorization to obtain a consumer report. A consumer report is a compilation of information that might affect your ability to participate with the Company. By my signature below, I hereby consent to the preparation by the National Center for Safety Initiatives (NCSI), a consumer reporting agency located at 1853 Piedmont Road Suite 100, Marietta, GA 30066; tel. #866-996-7412; www.solutions.ncsisafe.com, of background reports regarding me and the release of such reports to the COMPANY and its designated representatives, to assist the COMPANY in making a participation decision involving me at any time after receipt of this authorization and throughout my participation engagement, to the extent permitted by law.

By my signature below (including electronic), I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to NCSI and/or the COMPANY itself and authorize NCSI to provide such information to the COMPANY. I further certify the information provided on and in connection with this form is true, accurate and complete. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

Applicant Name (First, Full Middle, Last)

_____/_____/_____
Social Security Number (Last 4 digits only)

_____/_____/_____
Date of Birth (Month/Day Only)

Applicant Signature

Today's Date

☐ Copy of Report: Please check the box to the left if you would like COMPANY to provide you with a copy of your report. For a paper copy, contact NCSI at 866-996-7412 or support@ncsisafe.com.

Volunteer Background Disclosure

FOR SAMPLE PURPOSES ONLY

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

<Client Name>, the "Company," may obtain information about you from a third party consumer reporting agency for participation purposes. A consumer report is a compilation of information that might affect your ability to participate with the Company. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history (including income), or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by the National Center for Safety Initiatives (NCSI); 1853 Piedmont Road Suite 100, Marietta, GA 30066; tel. # 866-996-7412; www.solutions.ncsisafe.com. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your participation.

Please note the following information is for educational purposes only and does not constitute legal advice. Please consult with counsel prior to using this form as part of your screening process.



Volunteer Agreement

I have read and understood the City of Norfolk Parks and Recreation Volunteer Program Manual. I agree to comply with policy and guidelines set out here and furthermore to comply with directions of my Volunteer Supervisor or designee.

Signature

Date

Printed Name

Recording Hours:

☐ All volunteers are required to submit hours to Volunteer Coordinator.

Volunteer Departure:

☐ Volunteers are encouraged to provide 2-weeks' notice to their supervisor when resigning

Individual Volunteer Application

Volunteer Application

220 Boush Street
Norfolk, Virginia 23510
(757) 441-2400 Fax: (757) 441-5423

Please complete this application electronically or by pen (print) in its entirety

PERSONAL INFORMATION

NAME:				
	First	MI	Last	Date of Birth (Year Optional)
ADDRESS:				
	Street	City	State	Zip
PHONE:				
	Home	Cell	Other	
EMAIL ADDRESS:				
EMERGENCY CONTACT:				
	First	MI	Last	
PHONE:				
	Home	Cell	Other	

Have you been convicted of a felony within the last seven (7) years? ☐ Yes ☐ No

If yes, please explain:

Are you required to complete community service to fulfill a court order? ☐ Yes ☐ No

If yes, please explain:

How did you hear about our Volunteer Program?

What would you like to achieve by volunteering with the City of Norfolk?

Using the space below, please indicate the dates and time you would be available (Check marks are acceptable):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Please list any additional notes regarding availability:

EDUCATION, TRAINING & EXPERIENCE

Please check the highest grade completed: ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12 ☐Higher

Name of High School: _____ City: _____ State: _____

If you did not complete high school, do you have a high school equivalency diploma (GED)? ☐Yes ☐No

Name of College: _____ City: _____ State: _____

List all degrees: _____

Please list additional certifications and or licenses (CPR, First Aid, AED, Lifeguard etc.): _____

Please indicate your knowledge, skills, and abilities:

☐ Assist with Adults

☐ Prefers to Work in Groups

☐ Data Entry

☐ Microsoft Publisher

☐ Photoshop/Graphics

☐ Assist with Children

☐ Attention to Detail

☐ Microsoft Excel

☐ Microsoft Word

☐ Other: _____

☐ Arts & Crafts

☐ Assist with Senior Citizens

☐ Filing/Sorting etc.

☐ Microsoft Outlook

☐ Photography

Please list employment history and experience related to the position(s) in which you are interested:

(Resume may be attached. Use additional paper if needed.)

REFERENCES

Please list at least two references who are not related to you:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge without consequential omission of any kind whatsoever. I agree that the city of Norfolk shall not be liable in any respect if I am disqualified from volunteering because of the falsity of statements, answers or omissions made by me in this application.

I consent to any substance abuse and/or criminal background investigation which may be required for the position for which I am applying.

Medical Treatment Permission & Acknowledgement of Risks

In consideration of my participation in the activity provided by and through the City of Norfolk Department of Recreation, Parks & Open Space (RPOS) I, for myself or on behalf of the participant I represent, authorize the City of Norfolk employees to take and provide emergency care or assistance in the event of illness or injury while participating or being transported to/from an RPOS-sponsored activity. I have read the policies as they pertain to this activity. I acknowledge and assume the risks and responsibilities associated with this activity.

Photo Permission Release Agreement:

I understand that I, or the participant I represent, may be photographed and/or videotaped while participating in this activity. I agree to allow the City of Norfolk Department of Recreation, Parks & Open Space to use said photographs and/or videos in promotional collateral and campaigns. I further waive any compensation for publishing and/or printing such photographs. I attest to having read, fully understand, and agree to the condition as set forth above.

Signature of Applicant: _____ Date: _____

Signature of Parent: _____ Date: _____

(If applicant is under the age of 18)

Group Volunteer Application

Group Volunteer Agreement

220 Boush Street
Norfolk, Virginia 23510
(757) 441-2400 Fax: (757) 441-5423

Please complete this application by pen (print) or typewriter or computer in its entirety

GROUP OR ORGANIZATION INFORMATION				
NAME:		PHONE:		
WEBSITE:		EMAIL:		
ADDRESS:		CITY/STATE:		ZIP:
GROUP OR ORGANIZATION REPRESENTATIVE				
NAME:		PHONE:		
ADDRESS:		CITY/STATE:		ZIP:
EMAIL:				
PROJECT DESCRIPTION				
<i>(May complete a Project Proposal Form or use reverse side if additional space is required)</i>				
LOCATION:		DATE:		
DESCRIPTION:				
AGREEMENT BY THE GROUP OR ORGANIZATION				
<p>We agree to volunteer our services to accomplish the work described above and/or listed on the attached project proposal form to assist the City of Norfolk with the following conditions.</p> <ul style="list-style-type: none"> Roster: We agree to provide the City of Norfolk with an attendance roster to include name, address and phone number of participants. Juveniles: Our group represents that if juveniles (under age 18) are participating, we assume all responsibility for obtaining formal parental/guardian consent for their attendance and participation. Orientation: Each volunteer as part of this group shall watch the volunteer orientation video in full prior to the volunteer date. Medical Treatment Permission & Acknowledgement of Risks: In consideration of my participation in the activity provided by and through the City of Norfolk Department of Recreation, Parks & Open Space (RPOS) I, for myself or on behalf of the participant I represent, authorize the City of Norfolk employees to take and provide emergency care or assistance in the event of illness or injury while participating or being transported to/from an RPOS-sponsored activity. I have read the policies as they pertain to this activity. I acknowledge and assume the risks and responsibilities associated with this activity. Consent to use Photographs: I understand that I, or the participant I represent, may be photographed and/or videotaped while participating in this activity. I agree to allow the City of Norfolk Department of Recreation, Parks & Open Space to use said photographs and/or videos in promotional collateral and campaigns. I further waive any compensation for publishing and/or printing such photographs. I attest to having read, fully understand, and agree to the condition as set forth above. Termination: Either we, or the City of Norfolk, may terminate this agreement, at any time, by notifying the other party in writing. 				
Group or Organization Representative's Signature:				
Signature:		Title:		Date:
AGREEMENT BY THE CITY OF NORFOLK				
The City of Norfolk accepts this offer, and agrees, while this agreement is in effect, to provide technical guidance and such materials and supplies, equipment, and facilities as are needed and are available to accomplish this project, except as may be specified in an attachment.				
Signature:		Title:		Date:
This Agreement was:	<input type="checkbox"/> Completed	<input type="checkbox"/> Terminated	Date:	
Signature:		Title:		Date:

Volunteer Sign-In Sheet

Volunteer Sign-in Sheet and Waiver (Please print legibly)

Date: _____ Organization/Group Name: _____ Group Leader: _____

Event: _____ Time in: _____ Time Out: _____

Medical Treatment Permission & Acknowledgement of Risks

In consideration of my participation in the activity provided by and through the City of Norfolk Department of Parks and Recreation (NPR) I, for myself or on behalf of the participant I represent, authorize the City of Norfolk employees to take and provide emergency care or assistance in the event of illness or injury while participating or being transported to/from an NPR-sponsored activity. I also understand safety is my responsibility, and that if injured, I am to notify my group leader immediately. I further understand that volunteers are not covered under the City of Norfolk's Workers Compensation Plan, and that it is recommended for volunteers to have their own medical insurance coverage. I have understood the safety policies as they pertain to this activity. I acknowledge and assume the risks and responsibilities associated with this activity.

Photo Permission Release Agreement

I understand that I, or the participant I represent, may be photographed and/or videotaped while participating in this activity. I agree to allow the RPOS to use said photographs and/or videotapes in

Name	Email (Please print legibly)	Signature	Add to Newsletter?	Youth or Adult
1				
2				
3				
4				
5				
6				
7				
8				

promotional collateral, campaigns, and educational purposes. I further waive any compensation for publishing and/or printing such photographs. **By signing below, I attest to having read, fully understand, and agree to the conditions as set forth above.**

Parents/Guardians of youth 17 years and younger, please print child's name and sign YOUR name

Volunteer Evaluation Form

Volunteer Evaluation Form

1. On a scale of 1 to 5, 1 being the lowest and 5 being the highest, how satisfied are you with your volunteering experience?

1 2 3 4 5

2. Is this your first-time volunteering?

YES NO

3. Would you be likely to volunteer again?

YES NO

If NO, briefly explain why:

4. On a scale of 1-5, 1 being the lowest and 5 being the highest, how has volunteering impacted your knowledge of the department and local government?

1 2 3 4 5

5. Please describe one thing you learned from volunteering.

6. What did you enjoy most about volunteering?

7. How can we improve this experience for you in the future?
