

## VOLUNTEER SERVICES APPLICATION AND AGREEMENT

★ I WANT TO:     COACH     INTERN  
                          VOLUNTEER

**This form contains a release, indemnity and waiver of liability in favor of the City of Gainesville. When signed, this form is a contract with legal consequences. Please read it carefully before signing.**

**1** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Maiden/Other names used: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt.: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Education:  HS/GED  AA/AS  BA/BS  MA/MS  PhD Major(s): \_\_\_\_\_  
Volunteering to satisfy High School/College graduation requirements?  YES  NO I need: \_\_\_\_\_ HOURS

**2**

Days/Hours Available	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Start Time/End Time							

**3 Coach/Intern/Volunteer Opportunities.** Please check items of interest.

<b>Administration</b>	<b>Culture</b>	<b>Nature</b>	<b>Park Operations</b>	<b>Recreation</b>
<input type="checkbox"/> Accreditation	<input type="checkbox"/> Cultural Heritage	<input type="checkbox"/> Conservation/Natural Land Management	<input type="checkbox"/> Playground & Park Maintenance	<input type="checkbox"/> Adult & Youth Sports
<input type="checkbox"/> Contracts	<input type="checkbox"/> Events Management	<input type="checkbox"/> Invasive Plant Control	<input type="checkbox"/> Sustainability	<input type="checkbox"/> After-School Programs
<input type="checkbox"/> Facility Operations	<input type="checkbox"/> Hospitality & Tourism	<input type="checkbox"/> Prescribed Burn Management	<input type="checkbox"/> Safety Inspection Program	<input type="checkbox"/> Aquatics
<input type="checkbox"/> Grants & Development	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Urban Forestry	<input type="checkbox"/> Irrigation Systems Maintenance	<input type="checkbox"/> Environmental Education
<input type="checkbox"/> Marketing/PR/Graphics	<input type="checkbox"/> Visual Arts			<input type="checkbox"/> Golf Course
<input type="checkbox"/> Policy & Procedures	<input type="checkbox"/> Other _____			<input type="checkbox"/> Sports Management
<input type="checkbox"/> Strategic planning				<input type="checkbox"/> Youth Camps

**4** Please write in the location(s) where you would like to Coach/Intern/Volunteer. For a complete listing please visit [CityofGainesvilleParks.org](http://CityofGainesvilleParks.org)

Location(s): \_\_\_\_\_

**5** Please write in the special event(s) where you would like to Intern/Volunteer. For a complete listing please visit [CityofGainesvilleParks.org](http://CityofGainesvilleParks.org)

Event(s): \_\_\_\_\_

**6** Have you ever been arrested, charged, or convicted of a crime, or (plead "guilty" or "nolo contendere") or had adjudication withheld?  
 No  Yes If yes, please fill in the details:

DATE (MM/YY)	LOCATION ONLY (Please do NOT list offense)	DISPOSITION OF CASE(S)

**7** I understand the City of Gainesville ("City"), to protect its citizens, will make the appropriate inquiries into my background as prescribed by Florida Statute 943.04351, and will conduct a routine check of my name through law enforcement agencies and license bureaus, and hereby authorize the City to do so. I understand that a criminal offense will not automatically exclude me from all chaperone, coach, intern and volunteer positions; however, certain convictions will exclude me from volunteering in some positions. Accordingly, I authorize those parties contacted by the City to conduct the check and to cooperate by releasing information as requested to the City, and in signing this document I release the City, its officers, employees, staff, and agents from any damages or liability that may result from said background check. I sign this Application and release of my own free will and accord, with full knowledge of the purpose therefor.

For a summary of your rights under the Fair Credit Reporting Act, see [www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf](http://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf), or request a copy from the City of Gainesville's Department of Parks, Recreation & Cultural Affairs at (352) 393-8335.

**Declaration:** As an applicant for Coach/Intern/Volunteer in a positive position of trust for the City, I hereby attest that I am of good moral character and that I have not plead "Guilty" or "Nolo Contendere" to, or been found guilty by a jury or a court, of (1) any felony; (2) a sex offense; (3) a misdemeanor involving physical violence, theft, driving under the influence of alcohol or drugs, or possession or sale of drugs; or (4) have been found to have committed a delinquent act as defined in Florida Statute 985.03(53); regardless of whether or not adjudication has been withheld and/or

**PLEASE CONTINUE TO READ AND SIGN ON REVERSE SIDE**

probation imposed, regarding an offense of a type listed in (1)-(4), above. I further attest that I have not been judicially determined to have committed abuse against a child as defined in Florida Statutes, or to have a substantiated, indicated report of abuse as defined in Chapter 415, Florida Statutes, or to have committed an act, which constitutes domestic violence as defined in Section 741.28, Florida Statutes.

I hereby indemnify the City of Gainesville, its officials, agents and employees, and hold it harmless from all suits, actions, damages, liability and expense for injury or damage claimed to be associated with my activities as a Coach/ Intern/Volunteer for the City and that occur or are committed by me while acting outside the course and scope of my duties and functions as a Coach/Intern/Volunteer or committed in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

I hereby give my consent to the City to secure and authorize such emergency medical treatment as I might require while performing my duties. I also agree to pay all the costs and fees contingent on emergency medical care or treatment as secured or authorized under this consent. I further release all officials and professional personnel from any claim whatsoever on account of first aid treatment or services rendered to me during my participation as a Coach, Intern, or Volunteer for the City.

I understand that as a Coach/Intern/Volunteer, I am covered under the Workers' Compensation Law in Florida Statutes Chapter 440 for injuries I may sustain within the scope of my duties. I agree to perform my duties as directed by the City of Gainesville's Department of Parks, Recreation & Cultural Affairs and to follow City and Department policies and procedures. Further, I agree to accept the coverage of the Workers' Compensation as the sole remedy for any damages I suffer from any and all services performed for the City, and agree not to seek any damages not covered by the Workers' Compensation Law, in exchange for being provided this coverage.

I understand that the Coach/Intern/Volunteer programs offered by the City of Gainesville's Department of Parks, Recreation & Cultural Affairs do not provide compensation, except as otherwise provided by law, and that service will not confer on me the status of a City employee. I acknowledge that my participation is completely voluntary, and that I can be released for any reason without notice and would not be entitled to any recourse. I also understand that, regardless of my previous appointments as a volunteer, the City of Gainesville is not obliged to appoint me to a volunteer position.

I do hereby grant full permission to the City to make and use photographs or video recordings of myself during my participation as Coach/Intern/Volunteer, for any publication, broadcast medium, or display, voluntarily and with the understanding there is no remuneration for such use.

This Volunteer Services Application contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital. The provisions of this agreement are severable, if any portion of the agreement is held to be invalid, the remainder shall continue in full legal force and effect.

If the Applicant is a minor, the undersigned parent or legal guardian warrants and represents that this Application, and the liability waivers, indemnifications, authorizations, and other provisions have been explained to and understood by the minor child, are understood by the undersigned parent or legal guardian, and that this Application has been signed freely and voluntarily and without any inducement or assurance of any nature.

**By checking this box, I certify that I have read and agreed to the above statements, and that all information furnished above is true and correct.**

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: signature of parent/legal guardian is required for applicants under 18 years of age.**

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note:** Parks, Recreation and Cultural Affairs (PRCA) Department's Volunteer Services cannot complete your request without your signature.

- **To receive a printed copy** of the Coach/Intern/Volunteer Application for yourself or someone who does not use/have access to a computer, please call (352) 393-8335.
- **Please mail completed applications to:**  
PRCA Volunteer Services Coordinator, PO Box 490, Station 24, Gainesville, FL 32627.
- **Fax to:** (352) 334-3299 or **E-mail to:** [PRCAvolunteer@cityofgainesville.org](mailto:PRCAvolunteer@cityofgainesville.org)

For Internal Use Only			
Date Received: _____	Date Acknowledged: _____		
Supervisor: _____	Notified on Date: _____		
National Background Check Requested on Date: _____	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Date: _____
Assignment: _____			Date: _____
Director or Designee Signature: _____			Date: _____



# 37<sup>th</sup> Downtown Festival & Art Show

**December 1 & 2, 2018**

## **VOLUNTEER RECRUITMENT**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please check the day(s) you are available and the shift you would prefer to work:**

### **Dates**

- Saturday, December 1st
- Sunday, December 2nd

### **Schedule Preference**

- Volunteer for one day, one shift
- Volunteer for two days, one shift each day
- Volunteer for one day, two shifts on that day
- Volunteer for two days, two shifts each day

### **Shifts**

#### **Children's Imagination Station**

- 9am – 1:30pm
- 1pm – 5pm

#### **Greet Attendees**

- 9:30am – 1pm
- 1pm – 5pm

#### **Booth Sitting**

- 12pm – 4pm

#### **Take Surveys**

- 11am – 1:30pm
- 1:30pm – 4pm

#### **Jr. Fire Fighting Challenge**

- 10:30am – 2:30pm

#### **Event Break-Down**

- 4:30pm – 7pm (Sunday only)

## **Join our team!**

**To schedule your volunteer shift, save this form to your computer, complete the form and mail it to:**

City of Gainesville, Downtown Festival & Art Show  
PO Box 490, Station 30, Gainesville, FL 32627

**Or Information may be sent via fax, or email**

AndreiSV@cityofgainesville.org

352-393-7993 (fax) • 352-393-8536 (tel)

**Applications due by Friday, October 26, 2018**

# **Volunteer Activities**

## **Children's Imagination Station**

Children engage in the world of art and creativity as they visit the "Imagination Station." Volunteers must be outgoing as they interact with children and their parents to assist with sidewalk chalk drawing, painting, mask design, puppet and button creation and clay sculpting.

## **The Jr. Fire Fighting Challenge**

Coordinated by local fire fighters, the Jr. Firefighting Challenge is an obstacle course for preschoolers. Children dress like tiny fire fighters as they run the course up and over a giant inflatable obstacle. Volunteers help the children with their gear and assist as needed as they run through the course.

## **Greet Attendees**

Greet guests and welcome them to the festival, provide programs and simple directions. Volunteers are the friendly faces that attendees encounter as they enter the festival. With a map of the festival site, greeters can easily answer basic questions such as "where is the information booth" or "where are the restrooms" as well as pass out programs and maps to interested guests.

## **Booth Sitting**

Individually greet and relieve artists for breaks.

## **Take Surveys**

Survey information plays an important role in event improvements and direction as well as funding and sponsorships. Volunteers will engage numerous guests in a quick 2-3-minute survey.

## **Event Break-Down**

Artists will begin packing up around 4:30 on Sunday to depart the event site. Volunteers assist artists and staff to wrap up the event.

As a volunteer, you will play an important role in this cultural community event by showing your support for the arts as well as the Gainesville community. Festival volunteers will receive a 2018 commemorative Downtown Festival & Art Show T-shirt.