



CITY OF LAPEER
VOLUNTEER / COMMUNITY SERVICE
APPLICATION

Office Use Only:
Dept:
Date(s):
Project:

The information asked on this form is needed to initiate the applicant review process determining eligibility for volunteer service with the City of Lapeer. The data will be used by the City only for that purpose. All statements will be subject to verification. Eligibility for volunteer service with the City is considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or any other legally protected status. By volunteering, you are offering your skills and abilities to enhance the delivery of the City's services to the community. Volunteers are partners in building a community you can be proud of. Thank you for your interest to become a volunteer for the City of Lapeer.

Name:
Address:
Email:
Phone #:
Driver's License #:
Date of Birth:

If you are under the age of 18, you must provide written parental consent with contact information to verify consent. If this is a group/organization, please provide a list containing contact person and list of volunteers.

EMERGENCY CONTACT:

Name:
Phone #:

Are you completing hours for an organization requirement (such as school)? YES NO
If yes, what is the name of the organization and how many hours?

Do you give permission for your name and personal information to be placed on a list to receive contact from other departments within the City of Lapeer? YES NO

Are you required to volunteer as part of a court ordered Community Service? YES NO

Have you ever been convicted of a crime, whether felony or misdemeanor? YES NO

Any warrants outstanding? YES NO On Parole or Probation? YES NO

If you answered "yes" to any of these questions, please give details (dates, charges, dispositions):

If you are on Parole or Probation, list the Parole or Probation Officer's name and telephone number:

What are the dates for availability?

What day(s) and hour(s) are you available for volunteer work? (Please circle days and list hours.)

MON TUES WED THUR FRI SAT SUN

What are your areas of interest?

Do you have a specific project in mind? If so, what is it? (Be specific as possible and include your interest and skill level.)

Do you have the mental, emotional, and physical ability to carry out the volunteer duties for which you have applied? YES NO

VOLUNTEER STATEMENT: I understand that untrue statements render an applicant ineligible for City volunteer service and automatically revoke that status if discovered subsequent to having been accepted as a volunteer. I will inform the City of any change in this information. I authorize the City to conduct a criminal and/or driving record investigation. I understand and agree that the City may terminate my services at any time for any reason. I understand that I may not drive a private or City vehicle on behalf of the City in connection with my volunteer/community service.

\*\*\*\*RELEASE OF LIABILITY AND INDEMNITY AGREEMENT\*\*\*\*

In exchange for my being accepted as a volunteer for the City of Lapeer ("City") and other valuable consideration, I hereby fully release the City, its commissioners, officers, directors, employees, agents, volunteers, and all others acting on its behalf (collectively, "the City"), from any and all claims, actions, remedies and complaints which I have or may in the future have, known or unknown, arising out of or relating to my volunteer work for the City. I recognize and accept on my own behalf all risks associated with the volunteer work undertaken by me. I agree the City cannot be a guarantor of my safety at all times and that no such guarantees have been made. I agree to defend, indemnify and hold harmless the City from any and all claims and costs, including attorney's fees, arising out of or relating to my volunteer work with the City, whether my claims or causes of action arise from negligence or intentional acts.

By signing this form, I acknowledge that I have read and understood the Volunteer Statement and Release of Liability and Indemnity Agreement.

Signature:
Date:

Return this form to: City Manager's Office, 576 Liberty Park, Lapeer, MI 48446

**EXPECTATIONS AND OBLIGATIONS:**

The following is a list of behaviors the City expects volunteers and a list of obligation the City has toward volunteers in providing a respectful and productive work environment.

EXPECTATIONS OF VOLUNTEERS	OBLIGATIONS OF THE CITY
1. Volunteers will not discriminate against any other volunteer, citizen or employee. For example, a volunteer may not refuse service to a citizen on the basis of age, sex, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental or sensory disability.	1. Provide a work environment free of discrimination on the basis of age, sex, race, creed, color, national origin, sexual orientation or the presence of any physical, mental or sensory disability.
2. If the volunteer has a disability that is preventing the volunteer from effective volunteerism, the volunteer is urged to inform the City Manager's office of the disability and work with staff to see if some accommodation can be made.	2. The City will make an effort to reasonably accommodate a volunteer with a disability.
3. Volunteers will not participate in any harassing behavior including, but not limited to: a. Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts. b. Written or graphic material displayed, possessed, or circulated in any City workplace (including vehicles) that denigrates or shows hostility or aversion toward any individual or group. c. Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks. d. Retaliatory behavior such as making slanderous or libelous statements, withholding communications, information of resources.	3. Communicate to volunteers the City's expectations of volunteers and the City's obligations to volunteers.
4. Report any acts of discrimination or harassment the volunteer has been subject to or has observed, or that has been reported to the volunteer, to the City Manager.	4. Upon any report of harassment or discrimination, the City will investigate such reports and take appropriate action.
5. Will not contribute or pass along rumors or confidential information.	5. All complaints will be kept confidential to the extent possible.
6. Perform volunteer duties in a safe manner. In the event the volunteer is injured or becomes ill as a result of the volunteer work, the volunteer is to report this to the City Manager's office.	6. Assist the volunteer in receiving necessary medical attention.

OFFICE USE ONLY: Department Head or Supervisor.

Dates Worked: \_\_\_\_\_ # of hours completed: \_\_\_\_\_

List work/project completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by Department Head or Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_