



**City of Pacific Grove
Volunteer Program**

HANDBOOK FOR VOLUNTEERS

Willing to Care; Willing to Share



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WELCOME !

It is my sincere pleasure to welcome you to the City of Pacific Grove's Volunteer Service Program. You are embarking on what will be a rewarding experience for you and the City of Pacific Grove.

Our volunteer program is designed for people of many skills and interests. As a City of Pacific Grove volunteer, you will have the opportunity to contribute your unique talents and energy toward providing a richer quality of life for your community. That's something you can point to with a great deal of pride. You'll also be able to meet other community members with similar interests and work with our professional staff who directly provide municipal services.

City government is really an extension of the power of local residents. This city belongs to our citizens. It only makes good sense that we form partnerships such as our volunteer program.

Through your involvement, we can all ensure a successful community. Thanks to you we will be able to provide more and better services to our residents and visitors. For that we thank you, and welcome you!

Sincerely,



Thomas Frutchey
City Manager

City of Pacific Grove Mission Statement

The City of Pacific Grove's mission is to foster and preserve a sense of community, deliver city services and support economic and environmental vitality.

City of Pacific Grove City Council Mission Statement

The mission of the Pacific Grove City Council is to serve the public as ambassadors and the governing body that plans and oversees the City's fiscal management and long-term goals, engenders respect for the community, its citizens and each other as council members and fulfills our commitment to protecting the environment and quality of life for Pacific Grove.

City of Pacific Grove Vision Statement

The City of Pacific Grove is a model of sustainability, adaptability and resilience with a vibrant local business community. . .a genuine refuge from the hustle and bustle. . .original, yet constantly renewing.

Volunteer Program Mission:

The Volunteer Program connects the public to the City of Pacific Grove through active volunteer participation with City programs and projects, resulting in a strong partnership between the community and the City to support a safe and enriched quality of life for everyone.



The Role of Volunteers

The City of Pacific Grove supports integrating volunteers into the organization with the purpose of increasing community involvement in local government affairs. The role of volunteers is to enhance and augment the efforts of City staff. Volunteers reach out with their individual talents, skills and interests to help the residents and visitors meet needs, solve problems and assist others. Community members and staff thus become partners in providing responsiveness and effectiveness in government services.

Volunteers also give the City the ability to utilize existing funds and paid personnel more productively resulting in significant cost savings for our entire community.

Volunteers are members of the City team and represent the City in the execution of their assignments along-side City staff. Volunteers make special events, community efforts and new projects a reality—each is an important part of the services provided to local citizens and visitors.

How Do I Start?

Your first step to participate in the volunteer programs is to complete a Volunteer Application form and an Interest Survey form. Providing as much information to us as you can will give us a better opportunity to find service assignments that suit your talents and interests. List any 3 experiences that may be applicable to the assignment you're seeking.

You will then be interviewed and given an orientation by the City staff. Final decision on participating is contingent upon the City's staff's acceptance of a Volunteer and the Volunteer's agreement to do the assignment. All Volunteers must sign a Volunteer Agreement prior to beginning their assignment.

We encourage all volunteers to consider themselves a long-term volunteer with the City whether they are serving on an on-going basis or for a special event or project. We will offer you opportunities for assisting with future projects and events, if you express the desire and interest in doing so.

As with any other volunteer program, either the City or the volunteer may end a volunteer assignment at any time since the agreement is based on mutual convenience. Volunteers are not considered "employees" and as such are not eligible for normal employee benefits. Please try to give some notice in advance so that we have time to survey our volunteers for a replacement.

What is Orientation?

Orientation is very important for all new volunteers. Policies that affect volunteer assignments and your safety are reviewed, along with other aspects of the program. The nature and scope for orientation and training depends on the assignment. These include:

- Injury and illness prevention guidelines
- Information about the City of Pacific Grove
- City policies affecting volunteers
- How to report your time
- Details on assignments of interest
- A chance to explore and ask questions
- Assignment outline, work area assigned
- Introduction to staff and orientation to the work that is performed in the department and how the volunteer assignment benefits the department
- Tour of the office and/or facility the volunteer will be using (restroom, supplies, work areas, etc.)
- Explanation of any particular department policies or procedures (phone use, parking, notification when unable to report for an assignment, etc.)
- Specific safety training related to the assignment
- Staff designated to consult and ensure accessibility

General Information

- City Hall encourages all who work on the premises to dress in an appropriate business office fashion. However, you should dress appropriately for your assignment and location. For example: If you are working outside, casual clothes and work shoes are essential. If you are working with the public, consider the image you want to express as a representative of the City of Pacific Grove.
- Restrooms are located in all City facilities, except the Point Pinos Lighthouse.
- In case of accident or illness while volunteering, please notify your supervisor immediately. If injured, please follow our procedures for reporting.
NOTE: Per City Council Policy No. 300-3, City volunteers are covered by Workers Compensation Insurance for any injuries sustained while on the job.
- City offices are open 8:00 a.m. to 5:00 p.m. weekdays and closed on weekends and major holidays.
- Should you designate this area to work in, please be aware that special events can occur weekdays as well as evenings or on weekends.

Time Reporting

Volunteers are given time sheets to be completed on a monthly or one time basis, depending on the assignment. The time sheet lists time in/time out, assignment and department.

Each volunteer submits a time sheet to the Department Manager either at the end of the assignment or end of each month, or will log time according to the department preferences. Accurate and up to date records on the hours given are important to both the City and the volunteer. If you are in need of additional time sheets, or have questions, contact your Department Manager. If you have unreported hours of service, please contact your supervisor so we can document your time.

Volunteer Recognition

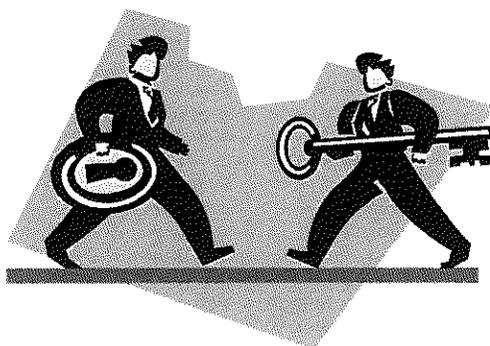
The City of Pacific Grove appreciates all of its volunteers, whether they are helping with a one time special event or project or are ongoing/long term volunteers. Volunteers play a vital role in accomplishing City objectives, needs and goals in extending optimum service to the citizens of the City of Pacific Grove. An annual City-wide recognition event along with individual departmental recognition honor volunteers and say a big “Thank You!” for all of your efforts.

Of course, hopefully one of the best rewards you experience during your volunteer time with the City is the ongoing gratitude of both staff and residents as you serve to enhance and expand all that the City of Pacific Grove has to offer.



Keys to Success in Volunteering

- ✓ Willing to meet new people and make new friends.
- ✓ Ready and eager to learn something new.
- ✓ Flexible. Keep an open mind.
- ✓ Participate fully in any training offered or required.
- ✓ Assure interests and skills are appropriate to the assignment.
- ✓ Consider volunteering as regular employment and behave accordingly.
- ✓ Inform supervisor as soon as possible if you are unable to come in at your scheduled time.
- ✓ Schedule time wisely; don't over-commit.
- ✓ Follow the City's guidelines and rules.
- ✓ Keep an honest and accurate accounting of hours worked.
- ✓ Talk to supervisor regarding any problems or issues you may have with the assignment, staff, other volunteers or the public. They can't help if they don't know what's wrong.
- ✓ Don't be afraid to ask questions. It is better to ask a lot of questions than to do something the wrong way.
- ✓ Treat public, staff and other volunteers with courtesy and respect.
- ✓ Work as part of a team.
- ✓ Bring your heart, sense of humor and an enthusiastic spirit, as well as your skills, desire and commitment to your volunteer service. All of these are valuable keys to a successful volunteer experience.



City of Pacific Grove Departments: What They Do

CITY COUNCIL – The City Council sets policy and guides for the City as elected representatives of the citizens. The City of Pacific Grove is committed to providing many opportunities for community members to participate in City government and keep up to date on activities and projects. Attending and participating in City Council meetings is just one of the ways you can get involved. City Council meetings are held the first and third Wednesday of the month beginning at 6:00 p.m. in the City Council Chambers located at City Hall, 300 Forest Avenue, Pacific Grove, California. Agendas and minutes are available by contacting the City Clerk at 831-648-3106, or online at www.ci.pg.ca.us/citycouncil/agmin.

CITY MANAGER – The chief executive officer for the City, the City Manager is hired by the City Council to run the day to day efforts of all departments and to serve as liaison to the City Council. The City Manager serves as the professional administrator of the City and is responsible for coordinating all day-to-day operations and administration. Duties include personnel and labor relations, the preparation and administration of the City budget, inter-governmental relations and organizing and implementing the City Council's policies.

CITY ATTORNEY – Legal Counsel for the City of Pacific Grove, the City Attorney provides legal advice to the City Council and City Departments, assists in answering legal questions, reviews and approves contracts and other legal documents.

COMMUNITY DEVELOPMENT – Encompasses the planning, building, housing, and code compliance activities of the City. The department issues permits, conducts building inspection, code enforcement, enacts and monitors the City's general plan, coordinates housing, and all related duties to these areas. Staff works with the Planning Commission, Architectural Review Board and Historic Resources Committee on zoning issues, new constructions and historic preservation.

PUBLIC WORKS – Responsible for maintenance, repairs and improvements to City facilities and buildings and infrastructure such as streets, sidewalks, lighting, parks, sewers, the recreation trail, etc. and services such as waste management, water, recycling and cable. The department also oversees and manages the El Carmelo Cemetery. Staff works with the Beautification and Natural Resources Committee and the Special Events Committee.

FINANCE – Responsible for keeping all financial records, budget planning and implementation, providing financial advice to the City, accounts payable for goods and services, accounts receivable for fees due the City and payroll.

POLICE – Assures the safety and security of the City and its residents through law enforcement and crime investigation. Works with the community to solve the problems of crime, illicit drugs, fear of crime, traffic issues and neighborhood decay. Also monitors City facilities and buildings, events and activities within the City. Staff works with the Traffic Safety Commission.

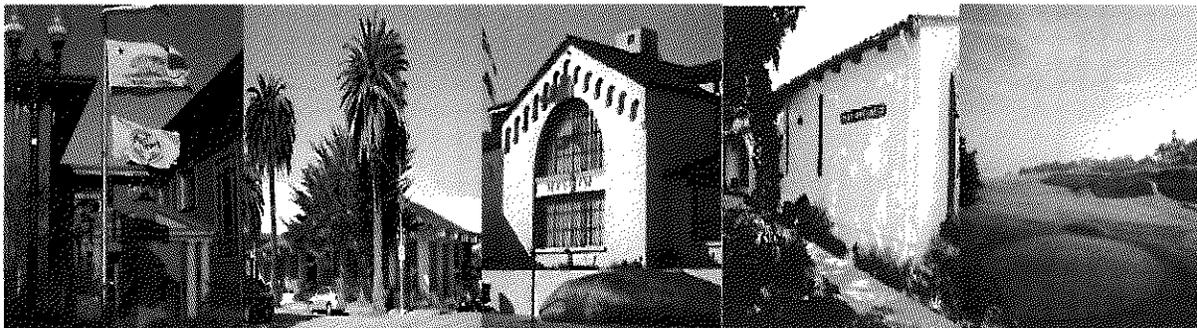
FIRE - Provides emergency medical aid, fire prevention, public education, suppression, disaster response, and related emergency services. The Fire Department is operated by the City of Monterey through a services consolidation agreement.

LIBRARY - Provides books, resources, and other materials as well as a full range of professional library services including reference and referral, interlibrary loan, outreach, and several levels of programming for children. Staff works with the Library Board.

MUSEUM OF NATURAL HISTORY - Has permanent exhibits which interpret the native plants, animals, geology, and aboriginal populations of Monterey County. The Museum also displays a variety of special temporary exhibits throughout the year. The Museum is operated through a public/private partnership agreement with the Museum Foundation of Pacific Grove.

RECREATION – Offers a wide variety of programs and activities under its direction include: sports leagues for youth and adults, summer swim lessons, summer and school-break day camps, a variety of leisure classes, including dance, exercise, yoga, and chess, a preschool for toddlers, programs and trips for teens, and special events for people of all ages. Staff works with the Recreation Board.

GOLF COURSE – A full 18-hole golf course which includes a pro shop and restaurant. Staff works with the Recreation Board.



Department Phone Numbers

MAIN DESK/FINANCE	648-3100
Fax.....	375-9863
CITY MANAGER OFFICE	648-3106
CITY CLERK/DEPUTY CITY CLERK.....	648-3106
FINANCE/MAIN DESK	648-3100
POLICE (Non-emergency)	648-3153
FIRE (Non-emergency)	648-3110
PUBLIC WORKS.....	648-5722
COMMUNITY DEVELOPMENT	
Planning	648-3190
Building.....	648-3183
Housing.....	648-3199
LIBRARY	648-5760
MUSEUM OF NATURAL HISTORY	648-5716
GOLF COURSE	
Reservations/Pro Shop.....	648-5775
Administration	648-5781
The Grill Restaurant.....	648-5774
RECREATION	648-3130
Youth Center.....	648-3134





Safety Guidelines

All volunteers in ongoing assignments will review the safety guidelines appropriate to the assignments they will do. Special event volunteers are given on-site safety training specific to the assignment.

The State of California, by law, mandates that anyone entering a working environment must be informed of safety guidelines and practices. Your supervisor will review specific safety issues to the assignment and sign off on your safety checklist. Please use safe practices during your assignment. In the unlikely event of an accident or injury, please inform your supervisor immediately so that we may assist you in treatment. If you see unsafe conditions, please report them to your supervisor or appropriate staff.

I. GENERAL SAFETY PRACTICES

1. Volunteers will be expected to follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions to the manager or supervisor.
2. Anyone known to be under the influence of drugs or intoxicating substance which impair the volunteer's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
3. Activities which tend to have an adverse influence on the safety or well-being of the employees or volunteers shall be prohibited.
4. No one shall knowingly be permitted or required to work while the volunteer's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the volunteer or others to injury.
5. All injuries shall be reported promptly to the manager or supervisor so that arrangements can be made for medical or first aid treatment.

II. FIRE SAFETY PRACTICES

1. Volunteers shall sound alarm and evacuate in the event of fire.
2. Upon hearing the fire alarm, stop work and proceed to the nearest clear designated exit and gather at a pre-designated location.
3. Only trained workers may attempt to respond to a fire or other emergency.

III. WORK AREA MAINTENANCE

1. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are exit routes should not be used to store combustibles.
2. Keep walkways and exits clear.

3. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
4. Cleaning supplies should be stored away from edible items on kitchen shelves.

IV. SAFE MATERIAL AND EQUIPMENT HANDLING

1. Volunteers are not permitted to handle hazardous and biohazard substances. Do not eat in areas where hazardous chemicals are present.
2. Volunteers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their manager or supervisor.
3. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used and/or help should be obtained. Use proper step stools or ladders when reaching; never use a chair or other item not designed for this purpose.
4. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
5. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
6. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and injury to the user.

All volunteers are to be job-specific trained in safety procedures through their department supervisor or designee.

SUMMARY OF POLICIES GOVERNING VOLUNTEER SERVICE CONDITIONS

I. EQUAL OPPORTUNITY

No volunteer recruitment, orientation or placement activity shall be influenced in any manner by consideration of race, gender, ethnicity, marital status, ancestry, national origin, age (40 years and older), political or religious opinion or affiliation. Volunteers who are physically unable to perform a service assignment due to a disability will be assisted in finding an appropriate service opportunity.

II. HARASSMENT POLICY

a. Policy

- 1) Harassment of any kind of a volunteer by a supervisor, management employee or any other employee or volunteer of the City will not be tolerated.
- 2) Disciplinary action up to and including termination may be instituted for behavior falling within the following definitions of harassment.

b. Definition - Harassment includes, but is not limited to:

- 1) Verbal Harassment – Including but not limited to epithets, derogatory comments or slurs on the basis of race, religious creed, national origin, ancestry, disability, marital status, life style, gender or age. Threatening remarks or threats of physical violence made in person, via phone, voice mail, or electronic mail (email) will not be tolerated.
- 2) Physical Harassment – Including but not limited to assault, impeding or blocking movement, and/or physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, national origin, ancestry, disability, marital status, life style, gender or age.
- 3) Visual Forms of Harassment – Including but not limited to derogatory posters, photographs, notices, bulletins, emails, cartoons or drawings based on race, religious creed, national origin, ancestry, disability, marital status, life style, gender or age.
- 4) Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (i) Submission to sexual conduct as an explicit or implicit term or condition of an individual volunteer's assignment; or
 - (ii) The submission to or rejection of sexual conduct by an individual is the basis for any assignment decision affecting the individual; or
 - (iii) When sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with a volunteer's service performance or creates an intimidating, hostile or offensive service environment.

c. Procedures

- 1) Complaint of Volunteer - A volunteer who has been harassed on an assignment should file a written statement with the department manager containing the following information:
 - (i) The nature of the harassment charge (i.e., verbal, physical, and/or visual)
 - (ii) The name(s) of the employee(s) or volunteer(s) accused of engaging in harassment.
 - (iii) The specific date(s) of harassment
 - (iv) A description of the event(s) surrounding the alleged harassment.
 - (v) The name(s) of any witnesses.
- 2) The volunteer making the complaint must file such a complaint within thirty (30) calendar days of the last incident of harassment.
- 3) Complaints received after this period shall be deemed not timely and the determination concerning the disposition of the complaint shall be at the discretion of the City Manager.

If a department manager is the accused perpetrator, the complaint shall be filed with the City Manager who shall assume the investigator role and determine the disposition of the complaint. If the City Manager is the accused, the complaint will be filed with the Deputy City Manager. If the Deputy City Manager is accused, the complaint will be filed with the City Manager. If both the City Manager and the Deputy City Manager is accused, the complaint will be filed with the City Attorney. If the City Attorney is accused, the complaint will be filed with the City Manager.

In those instances where a member of the City Council is accused, the complaint shall be filed with the City Manager. Outside counsel will be retained to investigate the allegations and file a recommendation with the balance of the City Council for action.

d. Confidentiality

The letter of complaint, investigator process, and the disposition of the complaint shall be confidential in order to protect the privacy rights of the parties involved.

e. Complainant Responsibilities

A volunteer who files a complaint of harassment under this policy is expected to present facts, which at least on the face of the allegations substantiate the complaint. Volunteers found to have filed a false complaint will no longer participate in the volunteer program.

III. ALCOHOL AND CONTROLLED SUBSTANCE ABUSE

- a. City volunteers shall not be permitted to possess, distribute or use alcoholic or controlled substances while on assignment for the City, while on City property, or using City equipment. City volunteers are not permitted to perform services and/or operate motor vehicles while under the influence of alcohol or controlled substances. Consumption of alcohol or controlled substances at rest or meal breaks prior to returning or going to work is not permitted.

- b. For the purpose of enforcing this policy, the City reserves the right to search all work areas and property in which the City maintains full or joint control with the volunteer, including, but not limited to, City vehicles, desks, lockers, file cabinets, and bookshelves. Such searches may be conducted with the City has reasonable grounds to conclude that there has been a violation of this section.

The volunteer shall be given notice prior to such a search, but not the opportunity to remove items and materials present in the area to be searched. The volunteer may be present during the search, but the volunteer's presence is not required for the search to occur. If the volunteer wishes to be present during the search, the volunteer cannot be denied the opportunity to be present, provided, however, that the City will determine the time of the search with or without the volunteer's concurrence.

- c. If a department manager has reason to suspect that a volunteer is under the influence of alcohol or a controlled substance while on assignment or subject to assignment, the volunteer may be required to submit to a drug and alcohol analysis provided at the City's expense.
- d. Exceptions to this policy would be prescription drugs used in compliance with a doctor's instructions, unless the effect of the prescribed medication has the potential to impact either/or the volunteer's or employee's well-being and/or safety (i.e., operation of machinery).

IV. VIOLENCE PREVENTION

The City of Pacific Grove will not tolerate physical acts of violence or threats of physical acts of violence from City volunteers, employees nor non-employees on site, and will take proactive steps to protect its volunteers, employees and others conducting business with the City. Threatening remarks or threats of physical violence made in person, via phone, voice mail, or electronic mail (email) will not be tolerated and may be considered harassment.

A volunteer who is in immediate danger of a violent act or who has just been victimized by a violent act, or another volunteer or employee who witnesses a violent act or the threat of a violent act shall place themselves out of harms way and make immediate contact with a supervisor or appropriate staff.

Volunteers who have reason to believe they, or another City volunteer or employee may be victimized by a violent act sometime in the future, at the workplace, or as a direct result of their employment with the City of Pacific Grove, shall notify their supervisor immediately so appropriate action may be taken. The supervisor shall notify the department manager.

V. TELECOMMUNICATIONS

The City's telecommunications services include telephones, voice mail, cellular phones, faxes, local and long distance calling services, Internet access, and electronic mail (email). Incidental and occasional person use of City telecommunication services is permitted.

However, personal use must not include conducting work activities pertaining to outside employment. Personal use should not become excessive or interfere with a volunteer's job duties. The use of City telecommunications services for personal purposes is done at the volunteer's own risk. In some circumstances these communications may be subject to disclosure, such as under the Public Records Act or litigation.

The use of any City telecommunications services for content or purpose that is defamatory, derogatory, obscene, or otherwise inappropriate is prohibited. Communications that are in any way sexually or racially harassing is also prohibited. Information available through the Internet is not perceived equally by all users. Great care must be exercised when viewing information, photos, video clips, etc. that other users of the workplace may consider offensive. Violation of the telecommunications policy may result in discipline up to and including termination of volunteer services.

VI. SMOKING

a. Per the City of Pacific Grove Municipal Code:

Section 11.24.030 - Prohibition Of Smoking In Designated Enclosed Places.

Smoking shall be prohibited in the following places within the city:

- (a) Within public buildings in areas available to and customarily used by the general public;
- (b) Public areas of all buildings used for recreational purposes; provided, that this prohibition shall not apply when such an area is rented for a private, closed function;
- (c) Elevators, public restrooms, indoor service lines, buses, taxicabs and other means of public transit under the authority of the city;
- (d) Enclosed theaters, auditoriums and halls which are used for motion pictures, stage dramas and musical performances, ballets or other exhibitions, except when smoking is part of any such production;
- (f) The Elmarie Dyke Open Space between Sixteenth Street and Seventeenth Street and contiguous to Chautauqua Hall.

Section 11.24.035 - Prohibition Of Smoking At Designated Beach Areas.

Smoking shall be prohibited in the following places within the city:

- (a) The beaches at Lovers Point. This nonsmoking area shall be inclusive of all sandy areas on both the northern and southern sides of the main pier at Lovers Point Beach.

VII. DRESS CODE

The City of Pacific Grove is a professional workplace, and as such, it is important to maintain a professional image with the community, visitors, and the general public, as well as fellow co-workers. A professional appearance reflects favorably on both the volunteer and the City. Volunteers are expected to use good judgment in determining their dress and appearance. Clothing and appearance should always be neat, clean, in good business taste, and not reflect poorly on the City or constitute a safety hazard.

For office-based volunteers, attire is expected to be business professional, and appropriate to the work assignment. Worn/torn/patched jeans, shorts, sweats, sportswear, and similar informal attire are not appropriate, even on designated “business casual” days. Attire on any designated “business casual day” shall be business casual attire, such as the City-provided shirts. Exceptions may be made to this policy for volunteers with certain field-based assignments, such as in the Public Works Department or Recreation Department where shorts may be appropriate professional attire. Exceptions may also be made by supervisors for specific tasks, such as a moving or cleaning day. Department managers and supervisors are responsible for ensuring that volunteers meet the professional appearance guidelines.

APPROPRIATE ATTIRE AND APPEARANCE FOR ALL:

- Clean, neat, tidy and professional
- Appropriate personal hygiene, well groomed
- Safe and tasteful jewelry
- Tattoos and body piercing (other than ears) shall be covered or removed
- Perfume – Many people are allergic to perfume, please use with discretion

Acknowledgment Signature Page

**PLEASE SIGN AND COMPLETE BOTH PARTS BELOW, AND
RETURN THIS PAGE TO YOUR SUPERVISOR**

I have read, understand and will abide by the Safety Guidelines as outlined in this Volunteer Handbook.

Signature

Date

Print Name

I have read, understand and will abide the Summary of Policies Governing Volunteer Service Conditions as outlined in this Volunteer Handbook.

Signature

Date

Print Name



City of Pacific Grove Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950
831-648-3109

APPENDIX – LIST OF ATTACHED FORMS

- i. Volunteer Application and Agreement
- ii. Volunteer Interest Form
- iii. Timesheet



City of Pacific Grove
 300 Forest Avenue
 Pacific Grove, CA 93950

Volunteer Application and Agreement

Volunteer Position(s) Applying For: _____

Date: _____

Are you applying as an:

Individual (name) _____ Female/Male
 Please Circle One

Group (please list group name) _____

Main Contact for Group: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Date of Birth: ___ / ___ / ___

Emergency Contact _____ Phone: _____

Are you currently a student?

_____ No

_____ Yes (circle one) Middle School High School College

School Name: _____

When are you available to volunteer?

Check all that apply	Hours Available	Exceptions (1 st Monday of month, etc.)
_____ Monday	_____ p.m. _____ a.m.	_____
_____ Tuesday	_____ p.m. _____ a.m.	_____
_____ Wednesday	_____ p.m. _____ a.m.	_____
_____ Thursday	_____ p.m. _____ a.m.	_____
_____ Friday	_____ p.m. _____ a.m.	_____
_____ Saturday	_____ p.m. _____ a.m.	_____

____ Sunday _____ p.m. _____ a.m.
Frequency of volunteer availability (please check all that apply and include any explanation if necessary):

____ Weekly _____

____ Semi-weekly _____

____ Monthly _____

____ Annually _____

____ Seasonal _____

____ On-Call _____

____ One-time _____

____ Other _____

Reason for volunteering (check all that apply):

____ Contribute to the community

____ Enhance college application

____ Enhance resume

____ Meet new people

____ Renew job skills

____ Learn new skills

____ Service club project

____ Community service for school (____ hours per ____)

____ Court mandated (# of hours ____ : to be completed by ____ / ____ / ____)

All Volunteers Must Complete This Section
VOLUNTEER AGREEMENT

I _____, choose to participate in the _____, as a volunteer and understand that my services are donated to the City of Pacific Grove (City) without contemplation of compensation or future employment, and given for humanitarian, religious or charitable reasons. I understand that I am covered under the City's workers' compensation insurance in the event of an injury from rendering a volunteer service. I will report any injury or incident to my supervisor immediately. I agree to abide by any rules and directions provided by those helping to administer _____.

Signature of Participant: _____ Date: _____

IF VOLUNTEER IS A MINOR, THEY MUST COMPLETE THE NEXT PAGE

All Volunteers Under 18 Years of Age Must Have Parent or Legal Guardian Complete This Section
CONSENT OF PARENT OR LEGAL GUARDIAN FOR
MINOR'S PARTICIPATION AS A VOLUNTEER

I, _____, the parent or legal guardian of _____
choose to permit him/her to participate in the _____ as a volunteer. I
understand that my child's/ward's services are being offered on a voluntary basis without anticipation of any
financial remuneration. I agree that he/she will abide by any rules and direction provided by those helping to
administer _____. I understand that my
child/ward is covered under the City's workers' compensation insurance in the event of an injury from rendering a
volunteer service. He/She will report any injury or incident to his/her supervisor immediately.
Signature of Parent/Guardian : _____ Date: _____

CONSENT OF PARENT OR LEGAL GUARDIAN TO
MEDICAL, DENTAL, OR HOSPITAL CARE OF MINOR VOLUNTEER

I, _____ the parent or legal guardian of _____,
a minor, whose birthdate is _____, authorize medical, dental, surgical or hospital care,
treatment, or diagnosis of said minor and I agree to pay for any medical, dental, surgical, or hospital diagnosis,
treatment, or care rendered to or for said minor for non-industrial injuries.
Signature of Parent/Guardian: _____ Date: _____

CONSENT OF PARENT OR LEGAL GUARDIAN TO USE OF
IMAGE OF MINOR VOLUNTEER IN PUBLIC RELATIONS

Photos, videos of _____, my child/ward, may be used in City of Pacific Grove
Public Relations.
Signature of Parent/Guardian: _____ Date: _____

Please return completed form to:
Volunteer Program Coordinator
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
(831) 648-3109



**CITY OF PACIFIC GROVE
VOLUNTEER INTEREST FORM**

The Volunteer Interest Form is to allow the applicant to list interests and/or skills that may aid in the determination of either placement in a current volunteer position, and suggest future volunteer opportunities. Please be as detailed as possible and use the reverse side of this form if necessary.

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Work/Cell Phone: _____

E-mail: _____ Birth Date: _____

(If under 18)

Employment and Professional Experience:

Education:

Volunteer Activities:

Special Skills or Talents:

Checklist for Skills and Interests (please check all that apply):

Skill Interest Population:

___ Adults

___ Seniors

___ Adolescents

___ Children

- Disabled
- Reading to Children
- Tutoring youth
- Teaching about animals

Skill Interest Volunteer Assignment:

- Tour Guide/Public Speaking (history, art, or science)
- Teaching about plants
- Gardening
- Arts and Crafts
- Historical Research
- Police Investigative Assistance
- Crime Prevention/Patrol
- Fire Education/Outreach
- Shelving Books/Mending Books
- Storytelling
- Inspirational Speaker
- Field Trip Chaperone
- Sharing skills in music, arts and crafts, dramatic skits, cheerleading, sports
- General office work, typing, filing copying, data entry
- Marketing/Graphics
- Beach Clean-up
- Water Conservation – education, audits, kit assembly, stenciling

Skill Interest Volunteer Assignment (cont.):

- Cooking
- Entertainer
- Golf tournament coordination
- Collect, preserve and share golf history
- On-call for special events – typical duties include meeting/greeting, registration, stage monitor, information booth, set up/tear down, runner/floater, serving refreshments

Please list any ideas you may have for opportunities in volunteering:

 Please place me on your e-mail distribution list for information about short-term and special event opportunities

Please return completed form to:
Volunteer Program Coordinator
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
(831) 648-3109

