

VOLUNTEER PREFERENCES

Please list the volunteer opportunities that you wish to participate in:

VOLUNTEER EXPERIENCE

Please list any current or previous volunteer activities you have engaged in for governments or non-profits:

Where did you learn of the Town of Redington Shores Volunteer Program?

What type of work do you wish to do or which listed Town volunteer opportunity to you seek (list all that apply)?

What days and hours would you be available?

DATES	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
TIMES							

Please give the name and phone number of two persons who could speak to your skills or prior volunteer work:

1. _____ Phone: _____

2. _____ Phone: _____

Why do you wish to volunteer with the Town of Redington Shores?

List any misdemeanor arrests or convictions (include dates):

List any felony arrests or convictions (include dates):

I hereby authorize the Town of Redington Shores to investigate my past or current activities and to receive full and complete disclosure of all records relating to me and my past employment, criminal or traffic reports or arrest reports or investigations.

I understand that the Town at times handles sensitive or confidential information, the disclosure of which could adversely affect a criminal investigation and in some instances may be a violation of law. I agree not to disclose any information obtained by me while engaged in my volunteer duties unless specifically authorized in advance by a Town supervisor. I understand that my failure to comply with this paragraph will result in my removal from the volunteer program.

I acknowledge that, while I am not an employee of the Town, I will be expected to perform my volunteer duties in accordance with all applicable Town codes and policies, including all risk management and safety rules and directions, the Town's policy against discrimination, and (if I am appointed to a Town board or committee), that I will follow the Florida Sunshine Law, the Public Records Act, and Code of Ethics for Public Officers, as those laws may apply to my service, and as guided by training from Town staff.

I hereby indemnify and hold the Town harmless from and against, any and all liability, for any injury to myself or my property or any other damage or cause of action, which may arise while I am engaged in volunteer activities with the Town. I agree that the Town will not be responsible for any activities, liability, suits or damages which may occur during or as a result of my volunteer status with the Town, which occur outside the scope of the responsibilities and duties assigned to me.

I agree that if I am injured or involved in an accident/incident involving injury or property damage while performing my volunteer duties, I will immediately report the injury to the Town Administrator, Town Clerk, or if either are unavailable, to a Town Commissioner or other Town employee.

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any misstatements or material omission on this application will be considered sufficient cause to disqualify me for volunteer opportunities with the Town of Redington Shores.

SIGNATURE: _____ **DATE:** _____

SIGNATURE OF PARENT/GUARDIAN: _____

(If Volunteer is under 18 years old)

DATE: _____

Town of Redington Shores Volunteer Program Outline

Application Process

1. Volunteer calls, visits or e-mails and expresses interest in the program.
2. Application materials are obtained by applicant at Town Hall, mailed or emailed, or downloaded from the Town's website.
3. The completed application is returned by email, fax, mail or hand delivered to the Town of Redington Shores Town Hall, 17425 Gulf Blvd. Redington Shores, Florida 33708.

Screening Process

1. The Town's Administrator and/or Town Clerk will review the application to ensure completeness, to match applicants with available volunteer opportunities (including those positions listed as currently available on the Town's website), and (if required by law), ensure a criminal background check is performed. If a background check is required, the Town will reach out to the applicant to obtain any additional information necessary to facilitate the check.
2. Once the screening process is complete, the Town staff will notify the applicant as to when volunteer service may begin, who the applicant would be reporting to, what clothing or equipment the volunteer may need to wear or bring, and what equipment the Town will provide to facilitate the volunteer work.
3. If the volunteer will be serving on a Town board or committee, the Town Clerk will coordinate with the volunteer on a day and time the volunteer would be orientated to the mission and duties of the board or committee, and be advised of the laws and code provisions applicable to the board or committee, and the volunteer's status as a Town board or committee member.

Process for Beginning to Serve

1. Once a volunteer is cleared to work, the volunteer will normally coordinate her or his work with the Town employee or official who will be supervising the volunteer's performance. The volunteer and supervisor will coordinate which days and times and locations the volunteer will work at depending on the needs of the Town and availability of the volunteer.
2. Volunteers who are serving on a Town board or committee will coordinate meeting times and locations with the Town Clerk or Deputy Clerk.
3. Volunteers (other than those serving on Town boards or committees) are asked to track their volunteer hours using a volunteer timesheet provided by the Town. This information helps the Town to know which volunteers were performing on which dates and times, and to track volunteer participation over time.