

# CITY OF WENATCHEE VOLUNTEER HANDBOOK

*"Creating community through responsive leadership and services  
for the citizens and visitors of the Apple Capital of the World."*



**City of Wenatchee Volunteer Program**  
**PO Box 519**  
**Wenatchee, WA 98801**  
**Telephone: (509) 888-3200**  
**Website: <http://www.wenatcheewa.com>**

## TABLE OF CONTENTS

<b>Section 1 – Introduction .....</b>	<b>4</b>
1.1 About the City of Wenatchee.....	5
1.2 Welcome to the Team.....	6
<b>Section 2 – Program Governance .....</b>	<b>7</b>
2.1 Authorization .....	8
2.2 Mission .....	8
2.3 Organizational Structure .....	8
<b>Section 3 – Volunteer Definitions.....</b>	<b>9</b>
3.1 Definition of a Volunteer .....	10
3.2 Age of Volunteers.....	10
3.3 City Employees as City Volunteers (The Fair Labor Standards Act—FLSA).....	10
<b>Section 4 – Volunteer Classifications.....</b>	<b>11</b>
4.0 Introduction .....	12
4.1 Volunteers (Individuals/Groups) Supervised Directly by City Personnel .....	12
A. Commission Volunteers .....	12
B. Departmental Volunteers.....	12
C. Emergency Volunteers .....	14
D. Volunteers Supervised by Personnel of Established Organizations .....	14
E. Volunteers Joined Together as Self-supervised Citizen Groups .....	15
<b>Section 5 – Volunteer Policies .....</b>	<b>16</b>
5.0 Recruitment .....	17
5.1 Application Process .....	17
5.2 Background Checks .....	18
5.3 Orientation.....	19
5.4 Supervision and Recordkeeping.....	19
A. City Personnel Providing Supervision .....	19
B. Volunteer Time Commitment.....	20
C. Attendance .....	20
D. Holidays.....	20
E. Volunteer Recordkeeping.....	21
F. Volunteer Evaluation .....	21
G. Volunteer Resignation/Termination .....	21
5.5 Volunteer Conduct.....	22
A. Identification Badges.....	22
B. Dress Code.....	22
C. Personal Telephone Calls.....	22
D. Personal Use of Electronic Mail and Internet Usage.....	22
E. Solicitation .....	23
F. Personal Property .....	23
G. Political/Religious Activities .....	23
H. Alcohol, Illegal Drugs, and Controlled Substances .....	24
I. Smoke-Free and Tobacco-Free Workplace.....	24
J. Weapons Policy .....	24
K. Confidentiality .....	24

L. Unacceptable Conduct.....	24
<b>Section 6 – Nondiscrimination/Anti-Harassment Policy .....</b>	<b>26</b>
6.1 Nondiscrimination Policy .....	27
6.2 Anti-Harassment Policy .....	27
General Definition .....	27
Definition of Sexual Harassment .....	27
Other Harassment .....	28
6.3 Supervisory Oversight .....	28
6.4 Reporting Procedures and Guidelines.....	28
6.5 Disciplinary Action Policy .....	29
<b>Section 7 – Safety Issues and Accident Reporting.....</b>	<b>30</b>
7.0 Introduction .....	31
7.1 Use of Personal Protective Equipment .....	31
7.2 Accident and Injury Reporting.....	31
7.3 Equipment Prohibitions .....	31
7.4 Use of City and Personal Vehicles .....	31
<b>Section 8 – Medical Issues and Coverage .....</b>	<b>33</b>
8.1 Emergency Notification Information.....	34
8.2 Administration of First Aid by Volunteers .....	34
8.3 Medical Coverage for Injuries/Occupational Diseases (Washington State Labor and Industries Coverage).....	34
<b>Section 9 – Liability Insurance .....</b>	<b>36</b>
9.1 Liability Insurance.....	37
<b>Section 10 – Exhibits .....</b>	<b>38</b>
Exhibit A—City of Wenatchee Organizational Chart.....	39
Exhibit B—Application for Board/Commission Positions.....	41
Exhibit C—Volunteer Application .....	45
Exhibit D—Individual Time Sheet.....	46
Exhibit E—Group/Organizational Volunteer Agreement and Timesheet Roster .....	47
Exhibit F—Comment Summary Sheet .....	49
Exhibit G—Emergency Notification Data Sheet .....	50
Exhibit H – Recruitment Brochure.....	51
Exhibit I – Adopt a Park Brochure .....	52
Exhibit J – Adopt a Street Brochure .....	53
Exhibit K – Adopt A Street Agreement .....	54
Exhibit L - Request for Drivers Abstract .....	58
Exhibit M – Volunteer Handbook and Orientation Acknowledgement .....	59

## **WELCOME**

*Thank you for your contribution to the City of Wenatchee. We hope that your volunteer experience is positive and rewarding.*





## ***SECTION 1- INTRODUCTION***

## 1.1 About the City of Wenatchee

The City of Wenatchee has a Mayor-Council form of government. There are seven (7) elected council members who are responsible for setting policy, making laws, approving the annual budget and setting priorities. The Mayor serves as the chief executive of the City while directly supervising the Mayor's office and department directors.

There are ten (10) departments within the City organization. Each department provides services and administers programs on behalf of the Mayor and Council, and in service to Wenatchee citizens. Following are the Department names and their primary functions.

**ADMINISTRATION** - Office of the Mayor and Council carrying out the overall administration and management of the City. Maintains central records for official city documents. Liaison between departments, public, local, state and federal Legislators.

**COMMUNITY AND ECONOMIC DEVELOPMENT** - City long range planning, economic development programs and projects, growth management, housing programs and grants, building, mechanical and plumbing permits, building inspections and code enforcement.

**FINANCE** - Budget creation, monitoring of expenses and revenues, utility collection and billing, fiscal control including annual audits of City resources.

**FIRE AND RESCUE** – Fire suppression, prevention and investigation, medical and rescue emergency response, public education and safety awareness.

**HUMAN RESOURCES** – Monitor employment functions, negotiate labor contracts, administer salaries, benefits and bargaining agreements, advise staff on employment law compliance and work together toward productive labor relations.

**INFORMATION SYSTEMS** - Proactively provides cost effective, reliable, standardized, and current information technology tools, systems and services including customer support to City of Wenatchee departments.

**PARKS AND RECREATION** – Responsible for long range parks and recreation planning; supervision of Community Center and City Pool; scheduling of parks and parks facilities; coordination of recreation programs.

**POLICE** - Patrol and detective divisions emphasizing community oriented policing, drug task force, and police records.

**PUBLIC WORKS** – Provides maintenance and operations of streets, traffic signals, street lights, facilities, fleet, water, wastewater, storm water; engineering and environmental services. Provide maintenance of cemetery and parks.

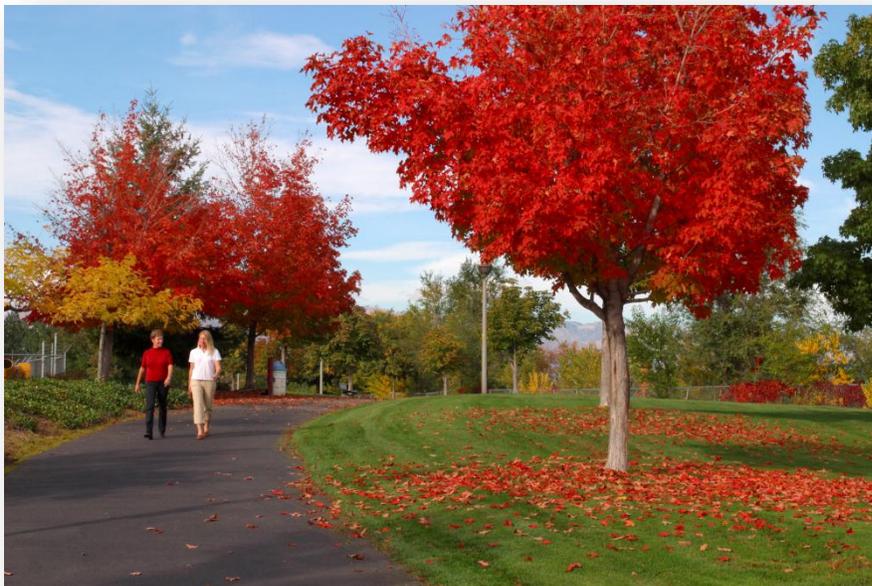
**WENATCHEE VALLEY MUSEUM and CULTURAL CENTER** - Artifact and archival collecting and conservation, interpretive exhibits, cultural events and community activities, historic preservation, assistance to cultural and historical groups and projects.

## 1.2 Welcome to the team!

The City of Wenatchee has a dedicated staff that welcomes your contributions as a volunteer. This handbook has been prepared as a guide and reference to acquaint you with the policies and procedures for volunteers. Volunteers are needed in all departments of the City and on the citizen advisory boards and commissions.

This handbook was designed as a reference guide to answer questions, define responsibilities and roles to help volunteers be successful. This handbook is comprised of general information applicable to all departments, and may also contain a separate section with specific policies for a specialized area.

Please take a few minutes to review and understand this handbook. If you have any questions or concerns about this handbook, please feel free to contact your department supervisor or the Human Resources Manager.





## ***SECTION 2 - PROGRAM GOVERNANCE***

## **2.1 Authorization**

The Volunteer Program for the City of Wenatchee operates under the authority of the Mayor. Program supervision is provided by department directors or their designees.

## **2.2 Mission**

The goal of the City of Wenatchee Volunteer Program is to enhance partnerships between the City and its citizens.

By volunteering, citizens have an opportunity to learn about their local government and interact with City employees on municipal concerns and projects. The City gains by utilizing the time and experience of volunteers and, therefore, can provide better services for residents and visitors of Wenatchee.

In providing volunteer opportunities, the City of Wenatchee is committed to adhering to Local, State and Federal laws and to upholding professional and ethical standards. This includes a commitment not to directly replace employees or paid positions with volunteers, and to provide volunteer opportunities that utilize and value volunteer talent and expertise.

## **2.3 Organizational Structure**

Opportunities to volunteer are available in many of the City's departments. A City organizational chart is contained in Exhibit A.

**The success of a society lies in the willingness of its citizens to give of themselves, to perform or give a service of their own free will. The only "gift" is a portion of thyself.**

**Ralph Waldo Emerson, poet and philosopher  
1803-1882**



### ***SECTION 3 -VOLUNTEER DEFINITIONS***

### **3.1 Definition of a Volunteer**

A volunteer is a person or group that is willing to work without the expectation or receipt of a salary or financial reward (except for reimbursement of approved expenditures by your supervisor). An individual who meets the criteria of a volunteer as defined by 29 C.F.R. PART 553—APPLICATION OF THE FAIR LABOR STANDARDS ACT TO EMPLOYEES OF STATE AND LOCAL GOVERNMENTS is not considered an employee of the City of Wenatchee, but is expected to follow the City of Wenatchee’s policies and procedures.

The City of Wenatchee recognizes three types of volunteers. They are:

1. Volunteers (individuals or groups) supervised directly by City personnel.
2. Volunteers belonging to established organizations or groups that provide supervision to its members, such as Boy Scouts, Girl Scouts, Lions, Kiwanis, Rotary Club, church and community groups, etc.
3. Citizens joined together to address community concerns, but are self-supervised, such as Wenatchee Youth Baseball, Wenatchee Valley Sports Council, Chelan Douglas Land Trust etc.

These categories are defined in more detail in Section 4—Volunteer Classifications. This handbook primarily deals with volunteers supervised directly by City personnel.

### **3.2 Age of Volunteers**

Volunteers supervised directly by City personnel must be at least 14 years of age.

Persons under the age of 18 are considered youth volunteers and must have a parent or guardian’s signature on an application before they can be considered for a volunteer position. Careful consideration must be taken in regard to the type of volunteer activities in which youth participate. City policy prohibits youth volunteers—even if they are of legal driving age—from driving during their volunteer activities and from participating in activities that may be hazardous.

Guidelines for determining hazardous activities include, but are not limited to, standards set by the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division.

### **3.3 City Employees as City Volunteers (The Fair Labor Standards Act-FLSA)**

The FLSA states that City employees **cannot** volunteer their time to City projects that would require the use of skills for which the City normally compensates those employees. City employees can participate in City projects on a volunteer basis if the project uses skills outside their area of expertise and the activity occurs outside their usual working hours. For example, a Finance Department employee hired for accounting knowledge can participate in a Parks and Recreation volunteer project that utilizes manual labor skills and is scheduled outside of the employee’s usual work hours.



## ***SECTION 4 - VOLUNTEER CLASSIFICATIONS***

**4.0 Introduction**

Three categories of volunteers are recognized by the City of Wenatchee. The criteria, in general, for volunteer classification is whether the City or some other organization provides the volunteer supervision and what conditions govern that supervision. The three categories are described in detail below.

**4.1 Volunteers (Individuals/Groups) Supervised Directly by City Personnel**

Wenatchee has volunteer opportunities for individuals within most of its departments. Opportunities fall into three categories: Board/Commission/Councils, Departmental, and Emergency.

**A. Board/Commission/Council Volunteers**

Boards, Commissions and Councils provide policy guidance, assistance to staff and generally serve in an advisory capacity to the City Council. Their supporting departments are listed below:

<b>Board/Commission/Council</b>	<b>Supporting Department</b>
Arts Commission	Museum
Planning Commission	Community Development
Parks and Recreation Advisory Board	Parks and Recreation
Community Center Advisory Board	Parks and Recreation
Cemetery Advisory Board	Public Works
Code Enforcement Board	Community Development
Civil Services Board	Human Resources
Museum Board	Museum
Historic Preservation Board	Community Development
Diversity Advisory Committee	Executive
Affordable Housing Task Force	Community Development
Lodging Tax Advisory Committee	Executive
Tourism Promotion Area	Executive

The “Application for Board/Commission” is available on the City web site and at each supporting Department’s offices. It is also attached here as Exhibit B. The application process includes a review of the completed application by the appropriate department. Candidates are interviewed by members of the current Board and a recommendation for appointment is forwarded to the Mayor for consideration. The City Council confirms the appointments at a City Council meeting.

**B. Departmental Volunteers**

Departmental volunteer opportunities are diverse, ranging from continuous departmental assignments with no designated timeframe to special short-term assignments of a stated duration. Opportunities include, but are not limited to: project coordination, program support, office assistance, policing activities and parks or public works maintenance projects. Some typical volunteer opportunities include:

The following are Volunteer Positions by Department:

## **PARKS AND RECREATION DEPARTMENT**

### **Youth Basketball Coach and Official**

The Youth Basketball Program is held in the late fall. It is a 10 week program open to Boys and Girls in 3<sup>rd</sup> through 5<sup>th</sup> Grades. The program relies on volunteer coaches and officials to teach basketball skills and officiate games.

### **Park Capital Project Fundraising**

There are a variety of park improvement projects that have been requested by the community but are not able to be completed due to a lack of funding. Volunteers can adopt a program or project to help make them a reality.

### **Special Event Support**

The City conducts a number of one-time, special events for residents and visitors to the Community throughout the year. These range from the Independence Day Celebration to the Halloween Carnival and Washington State Special Olympics Winter Games. Volunteer activities vary depending upon the event, but may include: Helping with event set up and take-down, leading games and activities, and everyone's favorite, trash pick-up and cleaning.

### **Recreation Program Instructors**

The City coordinates a variety of recreation program activities for the community. Programs range from Special Olympics Sports to Youth Day Camps. Volunteers may share their skills and abilities with others by helping with an existing program or teaching a new class or activity.

### **Wenatchee Community Center**

The Community Center is always looking for volunteer assistance for projects ranging from improvement projects such as painting and landscaping to program assistance.

## **POLICE DEPARTMENT**

### **Volunteers in Police Services (VIPS)**

VIPS is a national police volunteer program in USA Freedom Corps. These volunteers provide law enforcement and public safety services to our citizens when a police officer is not required.

### **Police Reserves**

The Reserve Unit of the Wenatchee Police Department is a force of citizens who have volunteered to train and work as commissioned police officers.

## **PUBLIC WORKS DEPARTMENT**

### **Adopt a Park**

Adopt a Park involves volunteer groups or individuals engaging in a variety of tasks ranging from litter patrol to painting and weeding. This type of program not only improves the quality and aesthetics of the park system, but also creates a feeling of public ownership and pride.

### **Adopt a Street**

The Adopt-a-Street program was established to develop a partnership between volunteers and the City to create a better living environment by reducing street-side litter. Participating groups agree to remove litter from assigned sections of street right-of-ways at least four times a year, over a one year period.

**Volunteer assignments are ever changing and may also be available in the other City Departments including: Administrative Services, Community Development, Finance, Fire and Rescue, Information Services and the Wenatchee Valley Museum and Cultural Center.**

If a project or opportunity isn't listed, volunteers are encouraged to submit their idea for consideration to the applicable City Department.

The "Volunteer Application" is available with specific Departments and on the City's web site (Exhibit C). The application process includes a review by the department staff and in some cases the Human Resources Manager in order to provide an appropriate match of skills. Some volunteers may be required to pass a background check prior to service with the City. These generally include any volunteers who would have unsupervised contact with minors or vulnerable adults. Please note that there are times when an individual's skills do not meet departmental needs, so no immediate match may be made. Selected volunteers may be called in for an informal interview prior to assignments being given.

### **C. Emergency Volunteers**

Emergency situations may arise such as natural disasters where citizens offer their assistance to the City. For example, citizens could volunteer to fill sandbags to contain flooding. In these circumstances, the City's application process for volunteers does not apply. City personnel in charge of handling an emergency will have the authority to make on-the-scene decisions whether a particular activity is appropriate for each potential volunteer. City personnel will maintain a roster of the volunteers' names and the time they served in order for the City to provide insurance coverage for medical injuries.

### **D. Volunteers Supervised by Personnel of Established Organizations**

This category of volunteers consists of persons who have membership in an established organization and that organization assumes responsibility for project planning and on-site project supervision. Examples of these organizations are church groups, fraternal organizations, and Scouts. Volunteer

activities performed by this category for the City are usually short-term, group projects, such as clean-up campaigns like “Adopt-a-Street”, “Adopt-a-Park”, “Make a Difference Day”, or “Arbor Day”.

The City’s role in these projects is limited to the specific project including any study of the project purpose and conditions prior to project implementation. Organizations that would like to donate their time to a City of Wenatchee community project are encouraged to contact the specific Department where their interest lies.

**E. Volunteers Joined Together as Self-supervised Citizen Groups**

Volunteers in this category are citizens who have joined together to address a community concern. Groups in this category, such as the Wenatchee Valley Sports Council interact with City personnel to keep them advised of citizen concerns. They are not supervised by City administration.





## ***SECTION 5 - VOLUNTEER POLICIES***

## 5.0 Recruitment

Recruitment of volunteers occurs through five different sources: Media, electronic, volunteers, presentations and printed materials:

Media: Promotes individual projects through feature articles in the Wenatchee World. Radio stations are used to promote the program with occasional public service announcements.

Electronic: Volunteer opportunities are described in a volunteer specific section of the City website. Special opportunities may also be announced on the City Facebook page.

Volunteers: The best and most viable source of publicity is through word of mouth by volunteers who are actively participating. If the volunteer is enjoying a positive experience working with the program, they are likely to be a positive referral resource.

Presentations: Presentations to the City Council, Parks and Recreation Board, service organizations, and other community groups will help promote the program and is a way to help garner community support and assistance.

Printed Materials: Brochures will be developed and made available throughout the community as well as listings of volunteer opportunities appearing in the City annual report, parks and recreation guides and other regularly distributed publications.

## 5.1 Application Process

Persons seeking to volunteer for positions directly supervised by City of Wenatchee personnel—with the exception of the Board/Commission/Council—apply directly through the specific Department. Board/Commission/Council volunteers complete an application and submit it to the City Clerk. The procedure for applying requires a potential volunteer to:

- Complete an application form.
- Interview with City personnel to exchange information about the applicant's interests and abilities and the skills required for available positions. Any request for accommodation, if necessary, for a specific assignment should be made by the applicant during the interview process and will be evaluated in accordance with the Americans with Disabilities Act.

***Authorize the Human Resources Manager or designated department to conduct necessary background checks, if applicable.*** Depending on the nature of the position, the City of Wenatchee may use of any or all of the following screening techniques may be appropriate:

- Detailed application forms requesting information on prior convictions and prior misconduct.
- Contacting personal and employment references.
- Criminal background checks, including the use of information from the National Crime Information Center (NCIC), WA State Patrol, and state/local sex offender registries.
- Motor vehicle records checks.
- Prior employment and military background checks.
- Verification of education, training, certifications, and licenses.
- Credit and financial history, and other information from consumer reporting agencies.
- Personal interviews with the applicant.

Following this process, a City departmental employee notifies the applicant of the City's decision whether or not their volunteer services can be utilized.

## **5.2 Background Checks**

Washington State law (RCW 43.43.830 through 43.43.845) requires that all persons potentially coming into contact with "children under sixteen years of age, developmentally disabled persons, or vulnerable adults, including senior citizens" must complete a disclosure form and have a background check as to whether they have been convicted of any "crime against children or other persons." These crimes include: "Crime against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; endangerment with a controlled substance; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.

Potential volunteers will be notified of a pending background check and also of the results of the check. Failure to authorize a required background check or to provide the information required for the City to perform a background check will result in a rejection

of the volunteer application. The City reserves the right to utilize the results of the background check in determining suitability for volunteer activity.

The City, as a minimum, will disqualify anyone as a volunteer if the results of the background check reveal any of the following: Misdemeanor assault convictions, more than one misdemeanor drug charges, or any felony charge. DUI convictions will disqualify volunteers from operating City vehicles.

For volunteer applicants who have one or more convictions (for crimes other than "crime against children or others") and five or more years have passed between the most recent conviction and date of application, the City of Wenatchee, may, at its discretion, consider applicants for non-at-risk placement only.

### **5.3 Orientation**

Orientation is provided to all persons who volunteer for City-supervised, short- or long-term, assignments or projects.

As a new volunteer, you will receive a general orientation from the departmental supervisor. This orientation will include a brief review of the volunteer handbook, completion of an orientation checklist and any additional required paperwork.

Some objectives of the department orientation are:

- To orient volunteers to the department's personnel and work area.
- To provide any necessary safety training and procedures.
- To provide volunteers with training regarding their specific assignments or projects.
- To introduce volunteers to City staff and other volunteers.
- To answer any other questions or address concerns.

### **5.4 Supervision and Recordkeeping**

#### **A. City Personnel Providing Supervision**

Volunteers for the City of Wenatchee are assigned a supervisor at the time of their volunteer placement. Volunteers are expected to perform their duties only as detailed in the volunteer manual's procedural guidelines or as amended by the volunteer's departmental supervisor. Volunteers should refer any questions or problems regarding their volunteer service to their designated supervisor. Either volunteers or supervisors can refer issues that cannot be resolved in this manner to the Department Director or Human Resources Manager. Volunteers supervised by City personnel must be a minimum of 14 years old.

**B. Volunteer Time Commitment**

Volunteers serving on the City of Wenatchee Board/Commission/Council have designated terms. As these vary, volunteers are referred to a term listing of City Board/Commission/Council. Please contact the responsible department for duration of tenure.

Volunteers serving in most other capacities have no designated tenure. At the time of application, persons seeking volunteer positions are asked to evaluate their current life situations and what level of volunteer commitment they are reasonably able to make. The City has invested both personnel and financial resources in developing volunteer opportunities. Applicants for positions are asked to value this investment and reciprocate with a serious commitment.

Volunteers and supervisors establish the volunteers' assignment schedule at the start of their assignment. Whenever volunteers are unable to maintain the agreed schedule, they are responsible for informing their supervisors as far in advance as possible.

**C. Attendance**

Volunteers are expected to perform their duties as scheduled with their supervisor. If expecting to be absent from a scheduled duty, volunteers shall inform their supervisor.

If you know that you will not be able to volunteer for an extended time period (i.e. jury duty, military duty, medical, etc.), discuss it with your supervisor.

**D. Holidays**

The City recognizes the following holidays:

- January 1 (New Year's Day)
- Third Monday of January (Martin Luther King, Jr. Day)
- Third Monday of February (Presidents' Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday of September (Labor Day)
- November 11 (Veterans Day)
- Fourth Thursday in November (Thanksgiving Day)
- Friday following Thanksgiving Day
- December 25 (Christmas Day)

Holidays falling on a Saturday will result in a Friday closure of City offices, while those falling on Sunday will result in a Monday closure.

Volunteer opportunities may continue on city recognized holidays as many city departments (Police, Fire, Parks and Recreation, Museum, Public Works) continue to provide services during holiday periods. Offices may be closed to the general public during holidays, but programs or projects may continue.

**E. Volunteer Recordkeeping**

Volunteers will maintain a time sheet (Exhibit D) which is submitted to their supervisor at the end of each month or at the conclusion of a specific project. Time is to be recorded in increments of fifteen minutes (.25 hrs.). Your supervisor signs and submits the time sheets to the Finance Department, so that they may provide the necessary information for insurance coverage to the Department of Labor and Industries. Special project volunteers or group volunteers may have “group” timesheets that are submitted at different intervals (Exhibit E).

**F. Volunteer Evaluation**

Volunteers are to be verbally informed of the quality of their performance on an on-going basis. If volunteers’ assignments are not completed in an acceptable manner, departmental supervisors are responsible for informing volunteers and for making suggestions for improvement.

Violation of City policies within this manual may result in corrective action ranging from a warning to termination of volunteer service, and for criminal acts, possible civil action or criminal prosecution.

**G. Volunteer Recognition**

Volunteers play an important and vital role in the programs and services that the City of Wenatchee provides. For this reason, volunteers are recognized for their efforts by the individual department and City Council in April as part of National Volunteer Week. Their contributions are listed on the City website.



**H. Volunteer Resignation/Termination**

Either the City or the volunteer may terminate a volunteer’s service with the City at any time without prior notice, although prior notice is appreciated.

## 5.5 Volunteer Conduct

City of Wenatchee volunteers supervised by City personnel are expected to adhere to City policies and conduct themselves in a professional manner, working cooperatively with City employees, the public, and other volunteers.

### A. Identification Badges/Uniforms

The City may provide volunteers with identification badges, uniforms or other means of identification at the start of their assignments with the City. These are to be worn any time volunteers are serving in their volunteer positions.

Upon termination of volunteer service, the identification badge or uniform must be returned to the department supervisor.

### B. Dress Code

Volunteers are to dress appropriately for their assignments, with consideration for safety and professional appearance. In general, appropriate dress means either business or casual, clean attire that is free of pictures or language that could be considered offensive or abusive. Consideration is also to be given to weather and site conditions for outdoor assignments. Tank tops and cut-offs are not permitted, and shorts are to be worn only in a gym or outdoor settings when authorized by departmental supervisors.

Personal protective equipment, such as latex gloves, eye protection, masks, etc., that is necessary for some volunteer assignments are provided by the City.

### C. Personal Telephone Calls and Texting

Personal telephone calls and texting during volunteer service should be limited to those which are necessary and should be as brief as possible. Personal long distance telephone calls should not be made from a City telephone, except in cases of extreme emergency with prior authorization of your supervisor.

### D. Personal Use of Electronic Mail and Internet Usage

The City uses electronic media equipment, such as e-mail, personal computers, the Internet and a computer network to increase productivity and communications. You are expected to use the electronic media provided for the City's business purposes and to improve the efficiency and effectiveness with which you perform your volunteer job.

While most volunteers do not have access to the Internet or the City's e-mail, if you do, you should always use your good judgment in using the e-mail system or in accessing the Internet. Despite the password and other security provisions, neither one is confidential or private. Please take special care to avoid transmitting, accessing or downloading any material, jokes or comments that would be inconsistent with the city's policies, such as those promoting discrimination and harassment. For example, please avoid any jokes or comments aimed at a particular gender, race, religion, disability, sexual orientation, age, political beliefs, national origin, etc. Accessing, downloading,

and/or transmitting offensive, pornographic, obscene, or profane material or any misuse of the e-mail system or Internet access will lead to termination.

All messages on the e-mail system and all records of internet access are records and property of the City. While the City is not obligated to monitor volunteer communications, the City reserves the right to access, read, disclose, use and otherwise deal with any messages on its e-mail system or its internet access in any manner that it chooses, without further warning. All electronic files are subject to employer monitoring, even those files you may have deleted from the computer's system. Consequently, you should not use them for any information that you want to keep personal or private.

Any prohibited use of the City's information systems will result in termination of your volunteer service. If you have any questions, please talk to your supervisor.

**E. Solicitation**

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property.

Persons not employed by the City may not solicit, survey, petition, or distribute literature on City premises. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Exceptions to this rule may be made in special circumstances where the City determines that an exception would serve the best interests of the organization and our employees. An example of an exception might be the United Way campaign or a similar, community-based fundraising effort.

Volunteers may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees or volunteers who are on non-work time may not solicit other employees who are on work time. Volunteers may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area for the purposes of this policy.

**F. Personal Property**

The City will not assume responsibility for loss, theft, or damage to personal property, including vehicles, which you bring to work.

The City retains the right to appropriate, inspect, or destroy any unidentifiable package left on the premises.

**G. Political/Religious Activities**

As a volunteer for the City, the following restrictions are required regarding political/religious activities. Participation in political, partisan activities is acceptable, providing that City resources and property are not used and the

activity does not adversely affect your responsibilities as a volunteer to the City, or your ability to perform your volunteer job effectively and efficiently. You may not campaign or promote religious activities during volunteer time or while representing the City in any way. You may not use city facilities or funds for political activities.

If, during the course of your volunteerism, you are authorized to meet with or represent the City to the public, you may not wear or display any button, badge, or sticker relevant to any political/religious issue during volunteer hours or while performing volunteer time for contributions for political/religious causes.

**H. Alcohol, Illegal Drugs, and Controlled Substances**

The use, possession, and/or sale of alcoholic beverages or illegal drugs on City property, including vehicles, or reporting for your volunteer duties while under the influence of illegal drugs, alcohol or marijuana is strictly forbidden.

The use, possession, and/or sale of a controlled substance other than proper use of prescribed medication is detrimental to the health of volunteers, to their job performance, and to the reputation of the City, and is strictly forbidden.

If using a prescribed medication that may affect your performance in operating machinery, please inform your supervisor.

**I. Smoke-Free and Tobacco-Free Workplace**

Volunteers are not permitted to smoke or use smokeless tobacco in any building owned or leased by the City or in any City owned or leased vehicle. There are no designated smoking or chewing areas inside any City building.

**J. Weapons Policy**

City policy does not permit volunteers (except Police Reserve Officers) to carry weapons in City buildings, City or personal vehicles or on City property during the performance of their volunteer assignment. A weapon is defined as any object, instrument, or chemical that is designed to be used to threaten or inflict injury to another person.

**K. Confidentiality**

City policy prohibits volunteers from discussing or disseminating any information considered confidential, except as authorized by volunteers' departmental supervisors. Examples of confidential material include, but are not limited to, information that is written, overheard, or witnessed about a person's arrest history, financial situation, or human service issues such as child abuse, domestic violence, land purchases, personnel issues and homelessness.

Volunteers having questions regarding the confidentiality of the information they are handling or a specific incident they have overheard or witnessed are to consult their departmental supervisor or the Human Resources Manager.

**L. Unacceptable Conduct**

Examples of unacceptable conduct may include, but are not limited to:

- The use of profanity or abusive language.
- Theft, misuse, or damage of City property, or property that belongs to an employee or volunteer.
- Falsifying any City record or report that you may be working on.
- Fighting on City premises during volunteer time or during other times and places, if such behavior affects City operation.
- Assault on an employee, a member of the public, or another volunteer.
- Insubordination
- Removal of City property without written approval from your supervisor.

These acts will result in termination of your volunteer services.



**SECTION 6 -  
NONDISCRIMINATION/ANTI-HARASSMENT POLICY**

The City of Wenatchee non-discrimination/anti-harassment policy promotes and affords equal treatment to all persons regardless of race, creed, religion, color, national origin, age, gender, marital status, disability status, sexual orientation, veteran status, or any other basis prohibited by law as discriminatory practices.

Volunteers are expected to support this policy and treat all persons with respect.

### **6.1 Nondiscrimination Policy**

The City of Wenatchee is an Equal Opportunity Employer. We provide equal employment opportunity to all employees and applicants to ensure that there is no discrimination against any person on grounds of age, sex, marital status, race, belief, national origin, sexual orientation or the presence of non-disqualifying sensory, mental, or physical disability. The City employs, retains, promotes, terminates and otherwise treats all employees, volunteers and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, sexual orientation, pregnancy, age, or marital status. Discrimination and harassment to or by City employees or volunteers will not be tolerated. If you believe that you have been discriminated against or harassed based on your age, marital status, sex, race, national origin, sexual orientation or religious beliefs, or witness such acts, contact the Human Resource Manager immediately.

### **6.2 Anti-Harassment Policy**

**General Harassment:** It is the City's policy to foster and maintain a work environment that is free from discrimination and unlawful harassment. The City will not tolerate workplace harassment of any kind by employees or volunteers toward employees, other volunteers or members of the public, or by any member of the public toward a City employee or volunteer. Harassment encompasses verbal, nonverbal or physical conduct that demeans or shows hostility or aversion toward an employee or members of the public based on a discriminatory motive. Examples of prohibited conduct include slurs or demeaning comments to employees or members of the public relating to race, ethnic background, gender, religion, age, sexual orientation or disability.

Volunteers are expected to show respect for each other and the public at all times despite their individual differences. You will be expected to adhere to this policy whether on the job, or acting in a representative capacity on behalf of the City. Failure to adhere to this and the anti-discrimination policies listed above will result in termination from your volunteer assignment. And your volunteer assignment with the City is not the only thing at stake, as any individual who engages in unlawful harassment may also be held personally liable in a civil lawsuit.

**Sexual Harassment:** Sexual harassment is a specific form of prohibited discrimination and will not be tolerated. Sexual harassment includes (but is not limited to) unwelcome sexual advances; verbal behavior such as sexual comments, suggestions, offensive or demeaning jokes, pressure for sexual favors, or foul or crude language; non-verbal

behavior such as suggestive looks or leering, or the display of sexually oriented or sexually explicit materials; and physical behavior such as pats or squeezes, obscene gestures, or repeatedly brushing against another person's body.

If you believe you have been the victim of or have observed any inappropriate conduct as described by these rules, it is your responsibility to contact your supervisor or other management personnel, as set forth in the following policies, to place the City on notice of the problem and the need for corrective action. The City is unable to address a problem of which it has not been made aware. If you have questions, please see the Human Resource Manager.

**Other Harassment:** Like sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. Unlawful harassment includes harassment on the basis of a person's gender, race, color, gender, marital status, ethnicity, national origin, age, disability, religion, citizenship, sexual orientation, political ideology or veteran status. Harassing conduct may include inappropriate jokes and innuendo, epithets, slurs or negative stereotyping, display in the workplace of offensive materials, and other physical or verbal conduct or visual material.

### **6.3 Supervisory Oversight**

All supervisors and managers have an affirmative duty under this policy to protect volunteers from unlawful harassment and to promptly report any alleged incidents or concerns to the Department Director or Human Resources Manager.

### **6.4 Reporting Procedures and Guidelines**

Each City employee and volunteer is responsible for creating and maintaining an atmosphere free of discrimination and unlawful harassment, sexual or otherwise. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination prohibited by these policies or applicable law.

(1) First, identify the behavior you object to. Indicate to the person exhibiting the objectionable behavior that you believe the conduct in question violates the provisions of the City's anti-discrimination policies. Request that the conduct stop, indicating if it does not, you intend to seek corrective action through these procedures.

(2) If such informal and direct communication is either ineffective or you feel uncomfortable about a direct confrontation, you may discuss your concerns with a management member in your group, or the Human Resource Manager. If you believe the conduct of your supervisor, or Department Director is at issue, report your concern directly to the Human Resources Manager or the Mayor. To the extent possible, your complaints will remain confidential, however, on occasion, it is necessary to interview other employees and witnesses. All employees involved in any complaint subject to investigation will be cautioned about the City's prohibition on retaliation.

(3) After an investigation of a discrimination complaint, the City will take corrective action as may be appropriate to the circumstances. It will be the ongoing responsibility of the employee to report any further problems, or suspected acts of retaliation, after the investigation is complete. This is needed to notify the City of any further violations

of policies and may indicate more severe disciplinary action. Complaints of harassment will be handled in an attempt to protect the rights and privacy of both the complaining party and the alleged harasser. Use of this policy for improper purposes, such as false accusation of others, may result in disciplinary action.

#### **6.5 Disciplinary Action Policy**

If an investigation shows that any volunteer or employee has engaged in unlawful harassment or discrimination, the City will take appropriate disciplinary action up to and including termination of the harasser's service with the City.



## ***SECTION 7 - SAFETY ISSUES AND ACCIDENT REPORTING***

## **7.0 Introduction**

The City of Wenatchee promotes accident prevention by providing adequate and documented training, personal protective equipment, and departmental supervision to City-supervised volunteers. Volunteers should consult with their supervisors regarding any safety concerns.

All accidents involving injury or property damage that occur during volunteer service are to be reported to departmental supervisors **immediately**. Volunteers will be required to complete a Volunteer Incident Report regarding the incident/accident which will be supplied by the Human Resources Manager as soon as they are informed of the incident and pass it along to their supervisor. If the volunteer is unable to complete the Volunteer Incident Report, the supervisor shall fill out the sheet and return it to the Human Resources Manager (Exhibit F).

## **7.1 Use of Personal Protective Equipment**

The City is required by Washington State Law (WAC 296.24) to provide volunteers with personal protective equipment whenever warranted by hazardous environmental conditions. Volunteers also are to be trained in the proper use and care of the equipment, which may include protective clothing, shields, and respiratory devices. The equipment is to prevent injury to any part of the body by exposure to environmental hazards through absorption, inhalation, or physical contact.

## **7.2 Reporting Accidents and Injuries**

In the case of an accident that results in personal injury or property damage, volunteers shall immediately notify their supervisor (either City Department or project). A City accident report is completed and submitted to the City Department Director. A copy of the accident report must be sent to the City Human Resource Department as soon as possible.

## **7.3 Equipment Prohibitions**

Volunteers are not permitted to use City-owned mobile power equipment, machinery or hand power tools unless authorized by the department Director after adequate training has been received and documented. No City equipment is to be used without proper training, necessary safety devices, and personal protective equipment or clothing.

## **7.4 Use of City and Personal Vehicles**

Volunteers who use their own vehicles to perform duties during their volunteer assignments must have a valid Washington State driver's license, are subject to driving record checks, and must possess and maintain automobile insurance consistent with Washington State law. Volunteers are advised that, if a vehicular accident occurs either while they are performing their volunteer duties or during their commute to and from the volunteer site, their personal insurance is used to cover the accident.

Volunteer use of City vehicles is very limited and only upon prior supervisory approval. Volunteers who are authorized to drive City vehicles must possess a valid Washington State driver's license and are subject to driving record checks.

The City requires that all accidents that occur during the course of City business—regardless of whether the accident involves a City or personal vehicle—need to be reported. Volunteers are to contact the Police Department before leaving the scene of any vehicular accident that occurs during their volunteer assignment and that involves injuries, property damage, or damage to a vehicle other than the volunteer's.

City policy prohibits youth under the age of 18, from driving during their volunteer activities.

Volunteers are also required to report their vehicular accidents during the course of their volunteer duty to their City Department supervisor as soon after the accident as possible. This incident form is not connected with the State of Washington Vehicle Collision form that needs to be filled out in cases of vehicular accidents and submitted in accordance with the process called out on that form.



***SECTION 8 - MEDICAL ISSUES AND COVERAGE***

### **8.1 Emergency Notification Information**

At the time of application, volunteers are asked to list the name, relationship status, and telephone number(s) of persons to notify in case of emergency. (See Exhibit G, which is also part of Exhibit C - Volunteer Application.)

### **8.2 Administration of First Aid by Volunteers**

The City is committed to protecting the health of its volunteers. To this end, volunteers are not required to provide first aid and are hereby informed about the risk of blood-borne pathogens when coming into contact with human blood and certain body fluids. Blood-borne pathogens are diseases carried in the blood, like the Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

In the event of an accident, City policy provides that volunteers notify City personnel to handle the situation if that contact can be made quickly. If the situation is an emergency and City personnel are not available, volunteers are to dial 9-1-1 immediately.

If volunteers make the **PERSONAL CHOICE** to respond when 9-1-1 or other designated first aid providers are not available, volunteers are to use the following procedures:

1. Assess the situation. If at all possible, volunteers are to assist the injured persons in helping themselves without coming into contact with their injuries, particularly bleeding ones.
2. Use universal precautions. Volunteers are to treat all blood or body fluids mixed with blood as infectious. Personal protective equipment (i.e., gloves, face shields, and CPR barrier masks) is to be used to prevent contact with blood or other potentially infectious material. City first aid kits contain this equipment.
3. Wash hands—and any exposed skin that may have come into contact with blood or infectious material—with soap.
4. Dispose of personal protective equipment in a garbage bag and set it aside for disposal by City personnel. Infected floor or ground areas are also to be marked off for disinfecting.

Volunteers are to complete an Incident Report for their involvement in any situation where they provided first aid or dialed 9-1-1 during the course of carrying out their volunteer duties. This report is to be given to the volunteer's departmental supervisor or the Human Resources Manager as soon as possible.

### **8.3 Medical Coverage for Injuries/Occupational Diseases (Washington State Labor and Industries Coverage)**

The City provides insurance coverage to volunteers for medical treatment required for injuries caused by accidents or for designated occupational diseases incurred during their volunteer service.

The City provides this coverage through the Washington State Department of Labor and Industries. The coverage period entitling volunteers to this insurance is based on the dates and hours of volunteers' service as recorded on their time sheets. Accurate record keeping and prompt submittal of time sheets is important both for the volunteers and the City.

Labor and Industry coverage includes youth volunteers (those under the age of 18), and there are no laws governing the number of hours or type of volunteer assignments. City policy does restrict youth volunteer activities such that they cannot drive during their volunteer assignments. Youth volunteers cannot participate in activities deemed hazardous for youth by the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division.

Labor and Industries coverage does not compensate volunteers for lasting disability, death settlements, or time lost from their employment.



***SECTION 9 - LIABILITY INSURANCE***

## **9.1 Liability Insurance**

The City of Wenatchee is insured through the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA) for comprehensive liability coverage. In general, volunteers—who are supervised by City personnel in their volunteer service and who act only within the scope of their assigned duties—are protected against liability for their negligent acts. A volunteer’s intentional misconduct is not protected as provided for in WMC 1.64.

Established organizations that volunteer their services to the City—and that provide supervision for their events—are required to sign a contract “holding the City harmless for any injuries and claims of any kind resulting from their actions”.

Additionally, organizations may be required to provide “proof of Commercial General Liability coverage, naming the City as an additional named insured”. The minimum insurance coverage amounts will be determined by the City prior to the organization providing the volunteer service. These documents are to be submitted to the department’s volunteer supervisor.

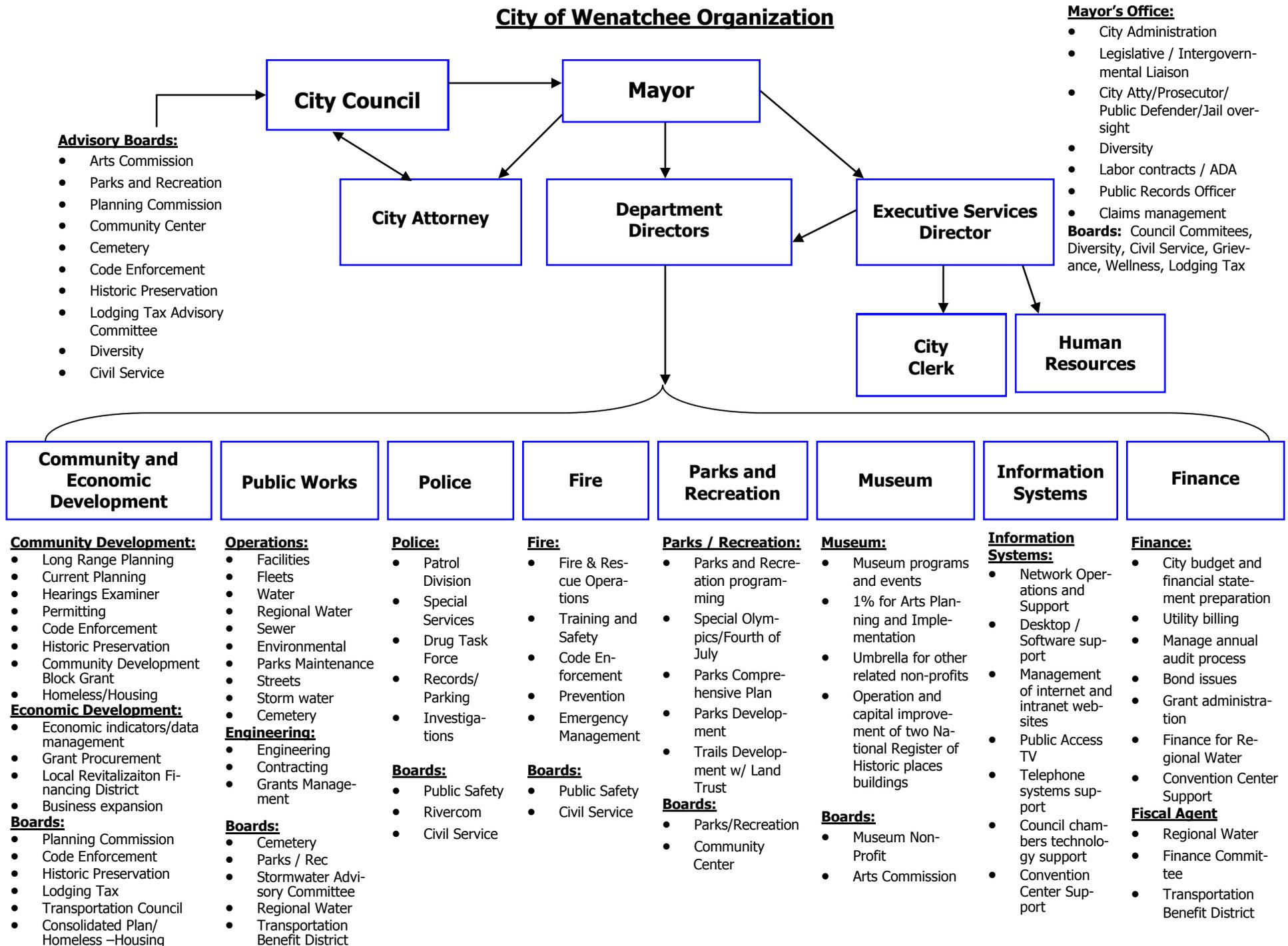


***SECTION 10 - EXHIBITS***

Exhibit A—City of Wenatchee Organizational Chart.....	38
Exhibit B—Application for Board/Commission Positions.....	40
Exhibit C—Volunteer Application .....	44
Exhibit D—Individual Time Sheet.....	45
Exhibit E—Group/Organizational Volunteer Agreement & Roster .....	46
Exhibit F—Volunteer Incident Report .....	48
Exhibit G—Emergency Notification Data Sheet .....	49
Exhibit H - Recruitment Brochure .....	50
Exhibit I – Adopt a Park Brochure .....	52
Exhibit J – Adopt a Street Brochure .....	54
Exhibit K – Adopt a Street Agreement .....	56
Exhibit L - Request for Drivers Abstract .....	58
Exhibit M – Volunteer Handbook and Orientation Acknowledgement .....	60

# Exhibit A - City of Wenatchee Organizational Chart

## City of Wenatchee Organization



## EXHIBIT B – Application for Board/Commission Positions



City of Wenatchee

Volunteer Commission and Board Application

### COMMISSION/BOARD INFORMATION

Board (s) I would like to be considered for: (If more than one, please rank them in order of preference)

- |  |  |
|--|--|
| <input type="checkbox"/> Arts Commission             | <input type="checkbox"/> Parks and Recreation Advisory Board       |
| <input type="checkbox"/> Planning Commission         | <input type="checkbox"/> Wenatchee Community Center Advisory Board |
| <input type="checkbox"/> Cemetery Advisory Board     | <input type="checkbox"/> Code Enforcement Board                    |
| <input type="checkbox"/> Historic Preservation Board | <input type="checkbox"/> Museum Board                              |
| <input type="checkbox"/> Diversity Committee         | <input type="checkbox"/> Civil Service Board                       |
| <input type="checkbox"/> Tourism Promotion Area      | <input type="checkbox"/> Lodging Tax Advisory Committee            |

### APPLICANT INFORMATION

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*Residency Requirement: Applicants must reside within the City Limits of Wenatchee except the Historic Preservation Board, Wenatchee Community Center Advisory Board, and the Diversity Committee*

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Years lived in Wenatchee Valley: \_\_\_\_\_

Occupation: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Education and Formal Training: \_\_\_\_\_

Have you ever been convicted of a felony or released from prison?  Yes  No

(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

Volunteer/Community Experience:

Organization and Duties: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Skills/Special Interests: \_\_\_\_\_

\_\_\_\_\_

Experience related to the Commission/Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why are you seeking this appointment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would any conflict of interest be created as a result of your appointment?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also understand that this completed application may be made available for public inspection.

\_\_\_\_\_  
(Signature)  
Date: \_\_\_\_\_

**COMBINED DISCLOSURE NOTICE AND AUTHORIZATION**

# REGARDING BACKGROUND CONSUMER REPORT(S)

## Important: Please read carefully before signing

**An investigative consumer report and/or consumer (credit) report will be obtained at the time you are hired or during your employment.** An investigative consumer report includes information as to your character, general reputation, personal characteristics and mode of living. You have a right to request disclosure of the nature and scope of the report(s).

An “investigative consumer report” consists of, but not limited to: social security number verification, criminal records checks, public court records checks, and driving records checks.

A “consumer (credit) report” includes bearing on your character, general reputation, mode of living and credit standing. **This report is obtained only for positions dealing with money.**

Before any adverse action is taken, based in whole or in part on the information contained in the report(s), you will be provided a copy of the report(s), the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

## Read, Acknowledged and Authorized

I have carefully read and understand this notice and authorization form, and if applicable, have read and understand the “Summary of Your Rights Under the Fair Credit Reporting Act” provided to me. By my signature below, I consent to the release of investigative consumer reports and/or consumer (credit) reports to the City as described above and consistent with the requirements imposed on the City as described in the Summary of Rights.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the City by me before, during or after my employment, if any, may be utilized for the purpose of obtaining such investigative consumer reports and/or consumer reports about me. I understand that if employed by the City my consent will apply throughout the entire time I am employed by the City unless I revoke or cancel my consent by sending a signed letter to Human Resources.

### Please Print

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

Alternate First Name: \_\_\_\_\_ Alternative/Maiden Last Name: \_\_\_\_\_

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

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

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**City of Wenatchee  
Volunteer Board, Commission and Committee**

## Responsibilities

**To be selected and serve as a City of Wenatchee volunteer Board, Commission or Committee Member is a high honor and provides an unusual opportunity for genuine public service. Although the specific duties of each of the City's Boards vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. As a volunteer Board, Commission or Committee representative of the City of Wenatchee, I agree to:**

1. Understand my role and scope of responsibility. I will be informed of the individual group's scope of responsibility and operating procedures.
2. Represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be identified as such.
3. Practice open and accountable government. I will be as open as possible about my decisions and actions, and also protect confidential information.
4. Represent the public interest and not special interest groups.
5. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
6. Serve as a liaison between the City and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. I will serve as a communication link between community, staff, and City, representing City programs and recommending and providing a channel for citizen expression.
7. Understand my role as a supportive relationship with the City Council and City staff and to follow the proper channel of communication through the designated staff person providing support for the group.
8. Do my homework and be thorough in recommendations. I will review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. My conclusions will be based on careful preparation to strengthen the value of the group's recommendation.
9. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. I shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36).
10. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
11. Understand that in my role I recommend policy while administrators and staff carry out approved policy.
12. Establish a good working relationship with fellow group members. I will respect individual viewpoints and allow other members time to present their views fully before making comments. I will be open and honest and welcome new members.
13. Not use or involve my membership in the conduct of political activities. However, I am not restricted from participating in political activities outside of my involvement in the group.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### EXHIBIT C – Volunteer Application



**City of Wenatchee  
Volunteer Application**

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

I am currently:  High School – Current Grade: \_\_\_\_\_  College student - Major: \_\_\_\_\_  
 Employed – place of employment: \_\_\_\_\_  Un-employed  
 Retired

Your reason for volunteering:  Class credit  Other: \_\_\_\_\_

**SPECIAL SKILLS THAT MAY BE UTILIZED IN YOUR VOLUNTEER DUTY**

We ask for this information to make your volunteer experience as meaningful as possible to both you and the City. The City does not require that you possess certain skills to be considered, but placement is dependent on how your skills match available volunteer opportunities: \_\_\_\_\_

Have volunteered before? If yes, what and where? \_\_\_\_\_  
\_\_\_\_\_

Programs I would like to volunteer for include: \_\_\_\_\_

I'm available to volunteer: \_\_\_\_\_

**Volunteer References**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The following questions MUST be answered by all applicants, in order for this application to be considered complete:

Have you been convicted of a felony, or released from prison in the last ten (10) years? Yes\_\_\_ No\_\_\_  
If yes, please explain: \_\_\_\_\_

Have you been convicted of a misdemeanor other than a traffic offense within the last three (3) years? Yes\_\_\_ No\_\_\_  
If yes, please explain: \_\_\_\_\_  
(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

"I certify that all statements in this application are true and correct to the best of my knowledge. I understand that falsification of information on this application may be cause for elimination from the volunteer selection process and dismissal from volunteerism, if participation has already begun. Additionally, I authorize the City of Wenatchee to solicit information regarding my character, general reputation, previous volunteerism or employment, work-related skills, and similar background information, and to contact former employers or agencies I have volunteered at, unless specified to the contrary. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages, for any reason, arising out of the furnishing of such information. Consent is granted for the City of Wenatchee to furnish this information to third parties in the course of fulfilling its official responsibilities. For this purpose, a copy of this signed authorization is as effective as the original."

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT D – Individual Time Sheet**



**City of Wenatchee  
Volunteer Time Record**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project/program (s): \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
Jan																																	
Feb																																	
Mar																																	
Apr																																	
May																																	
Jun																																	
Jul																																	
Aug																																	
Sep																																	
Oct																																	
Nov																																	
Dec																																	



## Volunteer Agreement for Event/Project Participation and Time Sheet Roster

(By signing below, individual volunteers agree to terms on Page 1 of this document)

Volunteer's Name	Under 18 ?	Volunteer Signature OR Parent/Guardian if Under 18 <i>(If parent/guardian will not be present to sign at the event/project site, a signed Waiver for minors must be obtained in advance.)</i>	Duties	Time In	Time Out	TOTAL Hours
Address		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
Phone Number						
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				
		<input type="checkbox"/> <i>If applicable, check if minor waiver received.</i>				

**EXHIBIT F – Volunteer Incident Report**

**Volunteer Incident Report**

City Department: \_\_\_\_\_ Today's Date: \_\_\_\_\_

RE: Volunteer Name: \_\_\_\_\_ Date and time of loss: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

The above claim/incident has been reported to the City. Please review and investigate the alleged incident and provide your comments and review of the situation and RETURN THIS REPORT WITHIN THREE (3) WORKING DAYS TO: \_\_\_\_\_

DEPARTMENT STAFF COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Personnel Involved

Department

Work Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of OTHERS Involved

Address

Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

**EXHIBIT G – Emergency Notification Data Sheet**



**City of Wenatchee  
Emergency Notification Data Sheet for Volunteers**

I am providing the following emergency notification data for the City’s use by listing two individuals, in order of priority, who can be reached in case of accident, sudden illness, etc.:

**NAME:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ ( Circle: work home cell )

*Alternate phone number:* \_\_\_\_\_ ( Circle: work home cell )

**NAME:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ ( Circle: work home cell )

*Alternate phone number:* \_\_\_\_\_ ( Circle: work home cell )

I understand it is my responsibility to advise the City of any changes to this data:

\_\_\_\_\_  
PRINT: Last Name, First Name

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# EXHIBIT H – Recruitment Brochure

## Getting involved

Getting involved is as easy as 1-2-3! If you've made the choice to volunteer, follow these three steps:

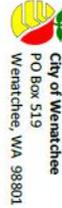
1. Contact the City about your interest in volunteering and find out how you can help.
2. Complete a volunteer application.
3. Get ready to make a difference!

## For More Information

More information may be found on the City website at: [www.wenatcheewa.gov](http://www.wenatcheewa.gov).

If you are interested in volunteering for a specific program or project, please contact that Department directly.

Administration	888-6204
Community Development	888-3251
Finance	888-6200
Fire and Rescue	888-3950
Information Services	888-3695
Parks and Recreation	888-3284
Police	888-4200
Public Works	888-3202
Wenatchee Valley Museum	888-6240



Rewarding • Inspirational • Fun



## City of Wenatchee Volunteer Program

You can make a difference through volunteering!

City of Wenatchee  
129 South Chelan Avenue  
PO Box 519  
Wenatchee, Washington 98801  
(509) 888-6204  
[www.wenatcheewa.gov](http://www.wenatcheewa.gov)

Presorted Standard  
US Postage  
PAID  
Wenatchee, WA  
Permit Number 384

The success of a society lies in the willingness of its citizens to give of themselves, to perform or give a service of their own free will. The only "gift" is a portion of thyself.  
-Ralph Waldo Emerson, poet and philosopher (1803-1882)



## Why Volunteer?

Volunteering is popular among people of all ages—from students to retirees. Volunteering has a meaningful, positive impact on the community. But did you know that it can have many benefits for you too? Here are some reasons to volunteer:

- Learn or develop a new skill
- Improve the lives of others
- Be part of your community and connect with others
- Motivation and sense of achievement
- Gain life experiences
- Meet and interact with a diverse range of people
- Boost your career options.

A survey conducted by Reed Executive showed that among leading businesses:

- 73% of employers would recruit a candidate with volunteering experience over one without.
- 94% of employers believe that volunteering can add to skills.
- 94% of employees who volunteered to learn new skills had benefited either by getting their first job, improving their salary, or being promoted.

## Volunteer Opportunities

Volunteer opportunities with the City of Wenatchee are diverse, ranging from short term program or project help to longer term Board service. Opportunities include, but are not limited to: Project coordination, Board and Commission service, program and special event support, office assistance, policing activities and parks or public works maintenance projects.

If you don't see what you are looking for or have an idea for a volunteer opportunity that isn't listed below, please let us know.



**City Boards and Commissions**  
The City has 12 volunteer citizen advisory boards to provide advice and feedback to the Mayor, City staff and the City Council.

**Parks and Recreation Department and Wenatchee Valley Museum Programs and Services**  
A variety of opportunities exist in the Parks and Recreation Department and Museum ranging from fundraising for special improvement projects to providing support and leading activities during programs and special events.



## Public Works

The public Works Department utilizes volunteers for special park clean up and other projects throughout the Community.

## Police

VIPS volunteers provide law enforcement and public safety services to our citizens when a police officer is not required. The Reserve Unit of the Wenatchee Police Department is a force of 20 citizens who have volunteered to train and work as commissioned police officers.



## Administrative Projects

A variety of opportunities exist for short term projects ranging from stuffing envelopes and filing to computer modeling and other specialized project support in the Administrative, Community Development, Information Services, Finance and Fire Departments.

# EXHIBIT I – Adopt a Park Brochure

**City of Wenatchee Adopt a Park Program  
Registration Form**

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Organization (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Park area interested in adopting:

<input type="checkbox"/> Locomotive	<input type="checkbox"/> Rotary
<input type="checkbox"/> Lincoln	<input type="checkbox"/> Methow
<input type="checkbox"/> Pioneer	<input type="checkbox"/> Centennial
<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Memorial
<input type="checkbox"/> Chase	<input type="checkbox"/> Saddle Rock
<input type="checkbox"/> Washington	<input type="checkbox"/> Western Hills
<input type="checkbox"/> Wenatchi	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Rainbow	<input type="checkbox"/> Skyline Drive Overlook
<input type="checkbox"/> Other _____	

Maintenance/improvement projects I am willing to perform (please check those that apply):

<input type="checkbox"/> Mowing	<input type="checkbox"/> Leaf/brush gathering
<input type="checkbox"/> Litter Control	<input type="checkbox"/> Watering
<input type="checkbox"/> Pruning	<input type="checkbox"/> Edging
<input type="checkbox"/> Reporting vandalism	<input type="checkbox"/> Weeding
<input type="checkbox"/> Painting	<input type="checkbox"/> Trail/Park Development
<input type="checkbox"/> Other (describe) _____	

Approximate amount of time and season I can help:

Spring  Summer  Fall  Winter

\_\_\_\_\_ hours/week \_\_\_\_\_ hours/month

As a volunteer, I agree to help maintain, but not to alter the present landscaping or design of a park. I acknowledge that all physical or program changes must be submitted in writing and are subject to approval by the City. I understand that my participation in this program is voluntary and I am aware of the potential risks involved with participation.

Signature \_\_\_\_\_ Date \_\_\_\_\_



City of Wenatchee  
 PO Box 519  
 Wenatchee, WA 98801

Presorted Standard  
 US Postage  
**PAID**  
 Wenatchee, WA  
 Permit Number 384

**City of Wenatchee**



Adopt a Park  
Program

City of Wenatchee  
 129 South Chelan Avenue  
 PO Box 519  
 Wenatchee, Washington 98801  
 (509) 888-6204  
[www.wenatcheeva.gov](http://www.wenatcheeva.gov)

**The success of a society lies in the willingness of its citizens to give of themselves, to perform or give a service of their own free will. The only "gift" is a portion of thyself.**  
 - Ralph Waldo Emerson, poet and philosopher (1803-1882)



**Why Adopt a Park?**

Adopt a Park programs have operated successfully in communities throughout the Country by assisting Parks and Recreation Departments of all sizes in the development and ongoing maintenance of their parks. The majority of these programs involve volunteer groups or individuals engaging in a variety of tasks ranging from litter patrol to painting and weeding. This type of program not only improves the quality and aesthetics of the park system, but also creates a feeling of public ownership and pride.

**Areas to Adopt**

The City of Wenatchee operates over 400 acres of parks, open spaces, streetscapes and special use areas. Each one of these area is unique in character and assistance that is needed ranging from Washington Park's flower beds and Riverside Drive's planting strips to the trails on Saddle Rock.



**Description of Service**

Volunteers define the tasks they are willing to perform and designate the length of time they are willing to commit to help. Because our requirements for participation are not definite and focus on community participation, park volunteers have the opportunity to explore and develop areas of expertise.

**Training and Supervision**

During the on-site orientation park volunteers are given information about accessibility to tools and professional assistance. The types of tasks the volunteer will provide, how staff can assist, the requirements volunteers must follow and other stipulations are discussed. Park volunteers work under minimal supervision by the Parks Maintenance Supervisor or other designated staff.



**Record Keeping**

Twelve month time sheets are distributed to all park volunteers and must be returned to the Parks Maintenance Supervisor by the 10<sup>th</sup> day of the month following the month worked. This will enable the City to record all volunteer hours worked and include this positive information in the annual report and give credit where it is due.

**Getting involved**

Getting involved is as easy as 1-2-3! If you've made the choice to volunteer and adopt a park, follow these three steps:

1. Contact the City about your interest in adopting a park and find out how you can help.
2. Complete and return the registration form.
3. Get ready to make a difference!



**For More Information**

More information may be found on the City website at:

City of Wenatchee  
 Adopt a Park Program,  
 PO Box 519,  
 Wenatchee, Washington 98801.  
 (509) 888-3247  
[www.wenatcheeva.gov](http://www.wenatcheeva.gov)

**By working together, we can  
 make a positive contribution to  
 our community and strengthen  
 the spirit of Wenatchee.**

# EXHIBIT J – Adopt a Street Brochure

**City of Wenatchee Adopt a Street Program  
Registration Form**

Name of volunteer group: \_\_\_\_\_

Type or print name the way you want it to appear on the Adopt-a-Street signs: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Approximate number of volunteers participating in each clean up: \_\_\_\_\_

**STREET RIGHT-OF-WAY SECTION REQUESTED**  
List the sections that you are interested in cleaning in order of preference. Sections of street right-of-way are assigned on a safety and first come, first-served basis. If the section your group has identified is not available or suitable for adoption the City of Wenatchee Public Works Department will suggest other alternatives.

- Street name: \_\_\_\_\_  
From cross street: \_\_\_\_\_  
To cross street: \_\_\_\_\_
- Street name: \_\_\_\_\_  
From cross street: \_\_\_\_\_  
To cross street: \_\_\_\_\_

**GROUP COORDINATOR**  
Name: \_\_\_\_\_  
Day phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**ALTERNATE GROUP COORDINATOR**  
Name: \_\_\_\_\_  
Day phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



City of Wenatchee  
PO Box 519  
Wenatchee, WA 98801

**City of Wenatchee  
Adopt a Street  
Program**



City of Wenatchee  
129 South Chelan Avenue  
PO Box 519  
Wenatchee, Washington 98801  
(509) 888-3202  
[www.wenatcheewa.gov](http://www.wenatcheewa.gov)

Presorted Standard  
US Postage  
**PAID**  
Wenatchee WA  
Permit Number - 384

**The success of a society lies in the willingness of its citizens to give of themselves, to perform or give a service of their own free will. The only "gift" is a portion of thyself.**  
- Ralph Waldo Emerson, poet and philosopher (1803-1882)

### What is the Adopt-A-Street Program?

The Adopt-A-Street program empowers volunteer groups to keep their neighborhoods litter-free one street at a time. Adopt-A-Street is a collaboration between the City of Wenatchee and volunteer groups. Residents volunteer to remove litter from an adopted street in their city four times a year for two years. The City of Wenatchee provides organizational help, cleanup supplies, free disposal, and Adopt-A-Street signs with the name of the group on them.



### How Does Participation in Adopt -A-Street Programs Benefit Neighborhoods?

- Increases property values
- Reduces litter-removal costs
- Fosters neighborhood pride (people litter less in clean neighborhoods)
- Frees up maintenance crews to perform other tasks



### Getting involved

Getting involved is as easy as 1-2-3! If you've made the choice to volunteer and adopt a street, follow these three steps:

- Contact the City about your interest in adopting a street and find out how you can help.
- Complete and return the registration form.
- Get ready to make a difference!

### What Are the Responsibilities of the Group Leader?

- Sign a Letter of Agreement
- Attend an initial safety meeting/orientation
- Relay safety information to your group before each event
- Supervise volunteers at each event
- Report planned cleanup event date to the City at least one week prior to event
- Report event cleanup totals to the City (by mail, fax, phone or e-mail) along with Release and Waiver Form (s) after each event
- Monitor group's street signs and report necessary repairs
- Recruit volunteers and schedule at least four cleanups a year for two years

### For More Information

More information may be found on the City website at:

City of Wenatchee  
Adopt a Street Program,  
PO Box 519,  
Wenatchee, Washington 98801.  
(509) 888-3202  
[www.wenatcheewa.gov](http://www.wenatcheewa.gov)



**By working together, we can make a positive contribution to our community and strengthen the spirit of Wenatchee.**

**EXHIBIT K – Adopt A Street Agreement**

**City of Wenatchee  
Adopt A Street Program Agreement**

The City of Wenatchee and \_\_\_\_\_ recognize the need and the desirability of neat, litter-free streets and sidewalks. The Adopt-A-Street Program has been established for this purpose.

As indicated by the signatures on this application and the attached “Adopt-A-Street Commitment” the individual, group or organization and participants, respectively, are aware of the nature of the work which is to be performed and have agreed to follow the City of Wenatchee’s Public Works Department’s safety guidelines and instructions included in the Commitment to pick up litter no less than four (4) times in a two year period along its section of street to promote a better community and environment for the period beginning \_\_\_\_\_, and ending \_\_\_\_\_. The period should be for 2 years minimum, 4 years if you would like a sign. Please contact the City of Wenatchee Public Works if you would like to extend or end your commitment.

I/We do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Wenatchee, the organizers, sponsors, supervisors and participants. Ie further authorize the participant for pictures and video which may be used in program publicity.

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
Phone #:

The City of Wenatchee Department of Public Works recognizes the above named individual, group or organization as the adopting individual, group or organization for

\_\_\_\_\_  
(Street Adopted Name)

\_\_\_\_\_  
from (point):

\_\_\_\_\_  
to (point):

*OFFICE USE ONLY*

-----  
**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMITMENT**

The following persons will participate in one or more litter pickups. By their signatures, they agree to abide by the Adopt-a-Street Program and guidelines and hold the City of Wenatchee harmless for any injuries they may suffer or damages they may cause as a result of participation in the Program. **Note: Volunteers supervised directly by City personnel must be at least 14 years of age. If under age 18, print name but parent must sign.**

_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name</b> (print or type)	<b>Signature</b>	<b>Date</b>



# Exhibit L Request for Abstract of Driving Record

The Driving Record Request form may be found online at: <http://www.dol.wa.gov/forms/500009.pdf>

ADR
ADRS

Click here to START or CLEAR, then hit the TAIL button



**Driving Record Request**

For validation only

108-902-021-3008

Use this form to request a driving record. We will email, fax, or mail the record(s) to you or to the individual or company you request below. Mail this request and \$13 for each record requested in a check or money order payable to the Department of Licensing to:

**Driver Records  
Department of Licensing  
PO Box 3907  
Seattle, WA 98124-3907**

Please allow two weeks for processing. If you have additional questions, contact customer service at (360) 902-3900.

**Requestor information**

PRINT or TYPE Requestor name	(Area code) Daytime telephone number
Name of individual or company where you want the drive record(s) sent	
How would you like the driving record(s) sent to you? (Choose one) <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. mail (one record only)*	Delivery information (Email, (Area code) Fax number, or Mailing address)

\*You may select U.S. mail only if you are requesting one driver record.

*I certify under penalty of perjury I am entitled by federal or state laws to obtain an abstract of the driver record of the individual(s) requested. RCW 46.62.130, 18 USC Chapter 123*

You may either sign or type your name. By typing your name, you are certifying under penalty of perjury that you are entitled by federal or state laws to obtain an abstract of the driver record of the individuals requested. RCW 46.62.130, 18 USC Chapter 123

	<b>X</b>	
Date and place signed		Signature

**Drive record(s) requested**

PRINT or TYPE Name (Last / First / Middle Initial)	Washington driver license number	Date of birth (mm/dd/yyyy)
--	----------------------------------	----------------------------

Type of record requested (select all that apply)  
 Insurance records show violations, convictions, and accidents only. Other drive records show all traffic-related collisions, convictions, violations, suspensions, revocations, and disqualifications. We offer the following types of driving records:

- Noncommercial insurance record (3 year)—Used to create and renew vehicle insurance policies.
- Commercial insurance record (3 year)—Used to create and renew commercial vehicle insurance policies.
- Life insurance record (3 year)—Used to create and renew life insurance policies.
- Employment record—Used by employers to determine employment eligibility.
- Volunteer/ Transit record—Used to determine if a volunteer driver meets the insurance and risk-management requirements to drive a vanpool vehicle or should be permitted to operate a vehicle used to transport individuals who are under 18, over 65, or disabled.
- School bus driver record—Used to determine if a person should be employed to operate a school bus.

Bill and mail this request to school district \_\_\_\_\_

School district authorization \_\_\_\_\_ Requestor code \_\_\_\_\_

Complete record—A complete driving record of the person named on the driving record.

*If requesting additional records, attach separate sheet(s) using this same format as above. Submit \$13 for each record requested*

**NOTE: We will not mail more than one driver record. Multiple record requests will only be sent by email or fax.**

DR 500-009 (2/11/10)WA

We are committed to providing equal access to our services.  
 If you need accommodations, please call (360) 902-3900 or TTY (360) 694-6116.

**Exhibit M**

**Volunteer Orientation and Handbook  
Acknowledgement**

Name: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of orientation \_\_\_\_\_

I have attended the City of Wenatchee's orientation for volunteers and have received and reviewed the City of Wenatchee's Volunteer Handbook. I agree to abide by the procedures and protocols outlined in the handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_