



ONE TIME GROUP VOLUNTEER APPLICATION

DIRECTIONS:

FOR ADDITIONAL MINOR VOLUNTEERS ONLY: Volunteers under the age of 18 are considered "Minors." Minors are required to submit parent/guardian permission prior to volunteering. Please have each individual minor submit Attachment M: MINOR PARENT PERMISSION. Multiple sheets may be Xeroxed if needed. In addition, volunteers 15 years of age or younger must be accompanied/supervised by an adult. The adult supervisor will also need to complete a One Time Application or list their name on ATTACHMENT A: Additional Adult Volunteer Contact Information Sheet.
FOR ADDITIONAL ADULT VOLUNTEERS ONLY: Volunteers 18 years of age and older are considered "Adults." Please list additional Adult participants' contact information on "Attachment A: Additional Adult Volunteer Contact Information Sheet." Multiple sheets may be Xeroxed if needed.

PROJECT DESCRIPTION:

Name of OC Parks Site: _____

Address: _____ City: _____ Zip Code: _____

Park Ranger/Telephone: _____ / () _____

Description of Service: _____

Date/s of Service to be Performed: _____ Time: _____

GROUP INFORMATION:

Group/Organization: _____

Lead of Group/Organization: _____

Address: _____ Apt #: _____

City: _____ Zip: _____ Phone #: _____

Email: _____

Number of Volunteers: _____ Adults: _____ Minors: _____



I hereby certify that all statements contained on this application are true to the best of my/our knowledge, and that by signing this agreement, I understand and agree to the Volunteer Guidelines and Provisions.

Volunteer Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

If applicant is under the age of 18, a parent/guardian's signature is required.

Print name of parent/guardian and relationship to volunteer: _____

Adopt-A-Park Volunteer Guidelines and Provisions

This agreement is intended to indicate the importance of our Adopt-A-Park Volunteer Program. We appreciate your contributions to Orange County Parks (OC Parks) and are committed to providing you with a meaningful and rewarding experience.

VOLUNTEER GUIDELINES: I agree to serve as a volunteer and commit to the following:

- ✓ To adhere to department and **Adopt-A-Park Volunteer Program** policies & procedures and safety standards
- ✓ To complete tasks and assignments to the best of my ability
- ✓ To maintain the confidentiality of department information
- ✓ To meet agreed upon commitments or provide adequate notice so that alternative arrangements can be made
- ✓ To provide the **Adopt-A-Park Volunteer Program** with an attendance record including name, address and phone number of participants
- ✓ **To assume responsibility for obtaining formal parent/guardian consent for participants under the age of 18 years.**

VOLUNTEER PROVISIONS:

1. Volunteers are bound and shall comply with all provisions of this agreement and the instructions of the County Representative while performing any work authorized by this agreement.
2. Care shall be exercised at all times to protect existing County facilities.
3. Technical questions regarding the type of work being performed at the facility should be answered by the County Representative to ensure consistency with the general development plan of the facility.
4. If weather or other adverse circumstances cause conditions which may be deemed hazardous, work shall be discontinued.
5. Volunteers performing work under this agreement shall wear personal protective equipment as required by the type of work being performed and outlined in the Volunteer Safety Guidelines.
6. Work shall not be initiated prior to briefing on safety procedures by the County Representatives.
7. **Authorized Representatives are designated on this agreement shall act as spokespersons for the group. In addition, one (1) adult supervisor shall be assigned for each ten (10) minors. Minors may be restricted from participating in certain activities as determined by the County Representatives.**
8. Volunteers' personal vehicles are to be parked in areas designated by the County Representative. Carpooling is encouraged.
9. **This agreement is valid for date/s and time/s identified on the face of this agreement. Renewal must be completed at least fourteen (14) days prior to the start date of a new work date.**
10. THE COUNTY OF ORANGE AND ITS OFFICES, EMPLOYEES AND AGENTS SHALL NOT BE HELD LIABLE FOR ANY DEATH, INJURY, OR PROPERTY DAMAGE CLAIMS ARISING FROM VOLUNTEER WORK. IF ANY CLAIM ARISES OUT OF THE FORGOING, THE ORGANIZATION/VOLUNTEER SHALL DEFEND, INDEMNIFY AND SAVE HARMLESS THE COUNTY OF ORANGE AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM THE SAME.
11. This agreement shall be cancelled by the County for non-conformance with agreement provisions or failure to adhere to direction given by the County Representative.
12. Any volunteer under the age of 15 must be accompanied/supervised by an adult.
13. I understand that a County of Orange Representative may record my photograph, videotape and/or conduct an interview for future use in volunteer-related material. I understand that my photo, video and/or quote may be used for the sole purpose of volunteer recruitment, recognition and publicity. I understand that my photo, videotape and/or quote may be included on the County's Web page, in literature distributed to the public or on display units in public areas. I realize that my participation is voluntary, and that I will receive no compensation. I further understand that photographs, videotape and quotes become the property of the County of Orange.
14. **As a volunteer, I am not an employee of the County of Orange, I understand that I am not covered by Workers' Compensation or the County's Memorandum of Understanding and that my volunteer agreement may be cancelled at any time. If I use my own vehicle for any County business, I will maintain State licensing and insurance as required by law.**
15. Other:



ATTACHMENT M: MINOR PARENT PERMISSION

DIRECTIONS: Volunteers under the age of 18 are considered "Minors." Minors are required to submit parent/guardian permission prior to volunteering. Please have each individual minor participating in the volunteer event complete with parent permission. Copies may be made. In addition, volunteers 15 years of age or younger must be accompanied/supervised by an adult. The adult supervisor will also need to complete a One Time Application or list their name on ATTACHEMENT A: Additional Adult Volunteer Contact Information Sheet.

GROUP INFORMATION:

Group/Organization: _____ Lead of Group/Organization: _____

Name of OC Parks Site: _____

Date/s of Service to be Performed: _____ Time: _____

PERSONAL INFORMATION:

Name of Volunteer: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: () _____



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Volunteer Signature): _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

If applicant is under the age of 18, a parent/guardian's signature is required.

Print name of parent/guardian and relationship to volunteer: _____



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Name of OC Park Site: _____

Date/s of Service to be Performed: _____ Time: _____

PERSONAL INFORMATION:

Name of Volunteer: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: () _____



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Parent/Guardian's Signature: _____ Date: _____

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Print name of parent/guardian and relationship to volunteer: _____



GROUP INFORMATION
 Group/Organization: _____ Lead of Group/Organization: _____
 Name of OC Parks Site: _____
 Date/s of Service to be Performed: _____ Time: _____

ATTACHEMENT A: Additional Adult Volunteer Contact Information Sheet

DIRECTIONS: Volunteers 18 years of age and older are considered "Adults." Please have each adult participating in the volunteer event complete with contact information. Copies may be made if group exceeds space.



I/We, below, hereby certify that all statements contained on this application are true to the best of my/our knowledge, and that by signing this agreement, I/We understand and agree to the above Volunteer Guidelines and Provisions.

First Name	Last Name	Address	City	Zip	Phone #	Email Address
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SEND COMPLETED FORMS TO: OC Parks Volunteer Services, Adopt-A-Park Program
 300 N Flower St, Santa Ana, CA 92702 Office: (714) 973-6871 Fax 714-667-6519