



Volunteer Agreement

I, _____, certify that I have received a copy of the Palatine Park District Volunteer Manual and have reviewed its policies and procedures. I understand my responsibilities and will discuss any questions or concerns I may have with the Volunteer Coordinator. By signing this Agreement I understand that I am agreeing to abide by the contents of the Volunteer Manual, I understand the items listed here, and that this document will become a part of my volunteer file.

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| <input type="checkbox"/> General information about Palatine Park District | <input type="checkbox"/> Volunteer Conduct |
| <input type="checkbox"/> Park District Organizational Chart and Staff Structure | <ul style="list-style-type: none">• Attendance |
| <input type="checkbox"/> Palatine Park District Mission and Values | <ul style="list-style-type: none">• Dress Code |
| <input type="checkbox"/> Vision for Volunteer Involvement | <ul style="list-style-type: none">• What to Bring |
| <ul style="list-style-type: none">• What Volunteers Can Expect from Palatine Park District• What Palatine Park District Expects from Volunteers | <ul style="list-style-type: none">• Cell Phone Use• Confidentiality |
| <input type="checkbox"/> Eligibility | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Volunteer Onboarding | <ul style="list-style-type: none">• Safety |
| <ul style="list-style-type: none">• Application• Waiver• Background Screening (if needed) | <ul style="list-style-type: none">• Emergency Procedures• Severe Weather• Alcohol and Drug Abuse Policy• Violence Free Work Environment |
| <input type="checkbox"/> Orientation and Training | <input type="checkbox"/> Record and Time Keeping |
| <input type="checkbox"/> Photo Release and Media Inquiries | <input type="checkbox"/> Leaving the Organization |

Volunteer Signature

Date

If the volunteer is under the age of 18, a parent or legal guardian must also sign below granting their authorization for the minor to perform volunteer services.

Parent/Guardian Signature

Date

Prior to your service with Palatine Park District you must read the Volunteer Manual, sign this Agreement, and submit this Agreement to:

Alissa DePue, Volunteer Coordinator, Palatine Park District, 250 E. Wood Street, Palatine, IL 60067