BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
PARKS AND RECREATION DIVISION

WORKDAY VOLUNTEER APPLICATION

NOTE: WORKDAY VOLUNTEERS COMPLETING THIS FORM ARE ONLY AUTHORIZED TO PARTICIPATE IN ONE SCHEDULED WORKDAY, WORKDAY SERIES OR ONE-TIME PROJECTS. SUBSEQUENT ONGOING VOLUNTEERING BEYOND THESE SCHEDULED WORKDAYS WILL REQUIRE THE ENTIRE VOLUNTEER PACKAGE TO BE COMPLETED.

NAME _____ **DATE OF BIRTH** _____

ADDRESS _____ **CITY** _____ **ST** _____ **ZIP** _____

HOME PHONE _____ **WORK PHONE** _____

IN CASE OF EMERGENCY CONTACT:

NAME _____ **RELATIONSHIP** _____

HOME PHONE _____ **WORK PHONE** _____ **CELL PHONE** _____ **BEEPER** _____

DESCRIPTION OF WORKDAY VOLUNTEER DUTIES:

_____

_____

IF YOU SHOULD REQUIRE ACCOMMODATION TO ANY VOLUNTEER DUTIES DESCRIBED ABOVE DUE TO FUNCTIONAL LIMITATIONS, PLEASE COMPLETE SECTION BELOW. EXPLANATION OF ACCOMMODATION REQUIRED: _____

_____

NOTICE: THIS FORM CONTAINS A RELEASE, INDEMNITY AND WAIVER OF LIABILITY IN FAVOR OF BROWARD COUNTY. WHEN SIGNED, THIS FORM IS A CONTRACT WITH LEGAL CONSEQUENCES. PLEASE READ IT CAREFULLY BEFORE SIGNING.

I am a workday volunteer for Broward County. I have read and understand the above description of my responsibilities as a volunteer and agree to remain within the scope of those responsibilities while volunteering with the Parks and Recreation Division of Broward County. I have no known health problems that would hinder or be aggravated by my participation in this program. I do hereby agree to release, waive, discharge, and covenant not to sue Broward County, its officers, agents, and employees, from any and all liability or claims for damage or injury that may be sustained by me directly or indirectly in connection with, or arising out of my volunteer activities noted above, **whether caused in whole or in part by the negligence of Broward County**. I, further agree, to indemnify and hold harmless Broward County with respect to any and all liability, including all fees, costs, expenses, and attorney's fees, resulting from losses sustained by third parties, arising out of my actions or alleged actions in connection with my volunteer duties described herein.

I, on behalf of myself, or as parent/guardian of the dependent named herein, do hereby grant full permission to Broward County to use photographs, videotapes, recordings, and any other record of the activity for any legitimate purpose whatsoever.

VOLUNTEER SIGNATURE _____ **DATE** _____

NOTE*: *SIGNATURE OF PARENT/LEGAL GUARDIAN IS REQUIRED FOR VOLUNTEERS UNDER 18 YRS. OF AGE

PARENT/LEGAL GUARDIAN SIGNATURE _____ **DATE** _____

NOTE: THIS IS A TWO-SIDED FORM THAT MUST BE REVIEWED, DATED AND SIGNED.

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FOR DIVISION USE (MUST BE COMPLETED BY SITE)

SITE _____ **SITE COORDINATOR** _____ **EVENT DATE (S)**_____

PLEASE FORWARD ORIGINAL COMPLETED WORKDAY VOLUNTEER APPLICATION TO THE VOLUNTEER/ COMMUNITY SERVICE WORKER COORDINATOR, PARKS AND RECREATION DIVISION, 950 N.W. 38TH ST., OAKLAND PARK, FL

WORKDAY VOLUNTEER APPLICATION
WORKDAY VOLUNTEER STANDARDS OF CONDUCT

County volunteers are personally and professionally obligated to serve the public with honesty and integrity. It is essential that all County volunteers maintain the trust of the public, the County Commission, and co-workers. All County volunteers must abide by the policies which govern the conduct for employees in the following areas:

1. **CONFLICT OF INTEREST**
   Avoiding the appearance or reality of a conflict of interest forms the basis for the County's ethics policies. Public employment (including volunteering) is not to be used for unauthorized personal gain.

2. **ACCEPTING OR SOLICITING GIFTS**
   Volunteers are not to accept or solicit gifts. A "gift" is a thing of value to the recipient and can include such items as a cash payment, loan, gratuity, honoraria, service, favor, or promise of future employment. This policy is not meant to apply when: a gift is of nominal value of $5.00 or less; a gift is given or exchanged by employees/volunteers on occasions such as birthdays, retirement, marriage, service anniversaries, etc.; a professional or public award is given, reflecting positive performance or community service; a gift is exchanged or given by a relative where a family relationship, rather than business relationship is involved; food is consumed at a public, professional, or community reception; trade discounts or inducements are offered to the general public or to private groups such as professional, religious or service organizations that are not limited in membership only to County employees/volunteers.

3. **CODE OF ETHICS**
   Central to the standard of ethical conduct is the Board of County Commissioners' policy that no officer, employee or volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur an obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Since the confidence of the citizenry is the very foundation for effective Government, even an unfounded appearance of unethical conduct by a public employee/volunteer can significantly impair the capability of Government.

4. **NONDISCRIMINATION**
   It is the policy of Broward County Government that all employees and volunteers should be able to enjoy a work environment free from all such forms of discrimination, including ***sexual harassment**. No employee or volunteer – whether male or female – should be subjected to unsolicited and unwelcomed sexual overtures or conduct, whether verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel or volunteers, is specifically prohibited**. *Copies of Broward County's full Policies (and Expanded Policies) on Sexual Harassment and Anti-Harassment are available upon request.**

POLICY OPPOSING WORKPLACE VIOLENCE

Broward County is committed to the goal of maintaining a work environment free from violence or the threat of violence. As a County volunteer, you have a personal and professional responsibility to be aware of the County policy, to review and understand it, and to comply with the Workplace Violence Prevention & Intervention Policy. **A copy of Broward County's full Policy Opposing Workplace Violence is available upon request.**

EQUAL OPPORTUNITY POLICY

It is the policy of Broward County, Florida, as established by the Board of County Commissioners, to provide equal opportunity in, and equal access to, County Government employment and volunteer assignment for all qualified persons regardless of race, color, religion, national origin, gender, age, disability or sexual orientation. **A copy of Broward County's full Equal Opportunity Policy is available upon request.**

I acknowledge that as a Broward County volunteer, I have a personal and professional responsibility to be aware of the above referenced County policies, have been given the opportunity to review and understand these policies, and I agree to abide by these policies.

VOLUNTEER SIGNATURE _____ **DATE** _____

NOTE: SIGNATURE OF PARENT/LEGAL GUARDIAN IS REQUIRED FOR VOLUNTEERS UNDER 18 YRS. OF AGE

PARENT/LEGAL GUARDIAN SIGNATURE _____ **DATE** _____