

# City of Glendale Verdugo Mountains 10K 2022 Volunteer Form

Volunteer Program ♥ Personnel Division ♥ 613 E. Broadway ♥ Room 100 ♥ Glendale, CA 91206 ♥ (818) 548-2792

## Introduction:

Thank you for your interest in volunteering with the City of Glendale. All information you provide is kept strictly confidential and is for the Volunteer Program only. Please complete this form as fully as possible and be sure to sign at the bottom where requested. Please return this form to the Volunteer Booth on the day of the event or email ahead of time to: [PBetancourt@Glendaleca.gov](mailto:PBetancourt@Glendaleca.gov)

## Personal Information (Please Print Clearly):

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

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Cell Phone Phone # Day of Event Email Address

\_\_\_\_\_  
Emergency Contact Person (Name) Relationship Phone Number

Will you need any accommodations to perform the work in which you have expressed interest? Yes  No

Have you ever been convicted of a felony? Yes  No  If yes please explain: \_\_\_\_\_

I hereby certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that more extensive background information may be requested based on the sensitivity of my assignment. I further understand that if I become a Volunteer for the City of Glendale, falsified statements made on this application shall be considered cause for removal from the program.

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

***For Office Use Only – Prospective volunteer, please do not write below this line***

**Division Volunteer Coordinator to complete and keep on file. Refer to the Volunteer Policy for specific program guidelines.**

One Time Assignment **or**  Ongoing Assignment, Schedule: \_\_\_\_\_

Volunteer Registration Form completed and kept on file.  Volunteer Agreement completed and kept on file.

Volunteer Time Sheet initiated and kept on file.

Policies Distributed to Volunteer:  
 Violence in the Workplace  
 Use and Control of Tools, Equipment, Supplies and Materials  
 Discriminatory Workplace Harassment

Volunteer File Set-up (must contain the Volunteer Registration Form, Volunteer Timesheet(s), Volunteer Agreement). Note: The volunteer file must be kept for five years after separation.

Termination of Volunteer Assignment:

Separation Date: \_\_\_\_\_  City property returned prior to separation

Worksite Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# City of Glendale Volunteer Program

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## Volunteer Agreement

**Volunteer's Name:** \_\_\_\_\_

**City Division/Section:** Community Services & Parks Dept./Verdugo Mts. 10K 2022

**Assigned Supervisor's Name:** Patty Betancourt

**Area requested to work:**

This Agreement confirms the arrangements for service as an unpaid volunteer with the City of Glendale.

At all times while you are a volunteer, you will work under the supervision of City staff. You may be assigned to a variety of tasks mutually agreed upon between you and your supervisor. Your supervisor will be available to explain your assignment(s) and answer any questions you may have about your assignment(s) or about the City of Glendale in general. You will be responsible for fulfilling the requirements of your agreed upon task(s), including adhering to the schedule of service and being punctual.

As a volunteer with the City of Glendale, you will be covered by Worker's Compensation for injuries sustained during the course and scope of your volunteer assignment. By signing this Agreement you are acknowledging that Worker's Compensation shall be your sole remedy for such injuries.

The City of Glendale appreciates your volunteer efforts, and the time and talents that you will contribute to the City and the citizens of Glendale.

All parties to this agreement understand and agree to the terms and conditions of this document and to the established policies and procedures of the City's Volunteer Program, incorporated herein by reference.

\_\_\_\_\_  
Division/Section Volunteer Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian's Signature (if under 18)

\_\_\_\_\_  
Date

**Office/Personnel/Forms/Volunteer Agreement**

**Revised 3-29-00**