KENNEWICK WASHINGTON
Parks & Recreation

Volunteer Guidelines

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City of Kennewick Volunteer Program

Welcome to the City of Kennewick Volunteer Program – We greatly appreciate your support and commitment to make the City of Kennewick a great place to live, work and play. City of Kennewick Staff will assist you through your volunteer experience. Please do not hesitate to contact us to get started.

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Volunteer Program Overview
The Kennewick Parks and Recreation Volunteer Program promotes a mutually rewarding relationship between volunteers who offer their talents, skills and time and staff who will support them in their efforts to cooperatively foster stewardship of our community's parks, natural areas, and recreation and social programs.

Definition of "Volunteer"
A "volunteer" is anyone, who without compensation performs a task at the direction of and on behalf of the City of Kennewick. A "volunteer" must be officially registered and/or enrolled by the City prior to performance of the task. Volunteers shall not be considered as "employees" of the City of Kennewick.

Purpose of Volunteer Policies
The purpose of these policies is to provide overall guidance, structure and direction to staff and volunteers throughout the volunteer experience.
These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City of Kennewick reserves the right to change any of these policies at any time and to expect adherence to the changed policy.

Scope of Volunteer Policies
Unless specifically stated, these policies apply to all non-elected and non-appointed volunteers in all programs and projects undertaken on behalf of the City of Kennewick, and to all sites of operation throughout the City of Kennewick.

Role of City of Kennewick Staff
Assigned staff in specific areas of service delivery (parks, recreation, senior center, pool) is responsible for supervising the volunteer programs. Staff provides a contact and coordinated management under the City guidelines for the benefit of the City of Kennewick and volunteers in their efforts to provide volunteer services.

Employees as Volunteers
The City accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is:
a) Provided totally without any coercive nature
b) Involves work which is outside the scope of normal staff duties
c) Provided outside of usual working hours.

Scope of Volunteer Involvement
Volunteers are utilized in many programs and activities of Kennewick Parks and Recreation, and serve at appropriate levels of skill as determined by City staff. The scope of volunteer service will be provided outlining the policies and procedures for volunteering. Some volunteer positions will have an additional form attached outlining specific duties for that particular job such as bus driver and courtesy desk positions. Each general description will include:
a. The general responsibilities of volunteers
b. Volunteer project hours worked
c. Reporting and supervision responsibilities
d. Training and orientation prior to performing work
e. Personal protective equipment to be provided

Safety and Welfare of Volunteers
Safety and welfare of volunteers is paramount. Accepted standards of behavior will be outlined prior to the performance of volunteer tasks/assignments. In the event of an injury, appropriate first aid is administered and if needed emergency services are contacted. The supervisor

Immediately completes an accident report and submits a copy to the City of Kennewick Risk Coordinator. All minors are to be directly supervised by an adult. No power tools are to be used by minor (under the age of 18) volunteers under the age of eighteen.

Screening of Volunteers
Where volunteers are to be driving City vehicles or placed in direct contact with at-risk clients, such as those working with children under the age of 18, developmentally disabled persons, the frail, or the elderly additional screening procedures will be instituted. These procedures may include driving record checks, reference checks, direct background investigation, criminal investigation to check for history of abuse and/or sexual deviant behavior or other crimes of violence. These checks will be renewed every year for those on-going volunteers whose jobs require these types of checks. All volunteers to be placed with at-risk clients shall submit adequate information to allow the City to conduct these checks. Volunteers who refuse permission to conduct these checks or who do not submit the prior information will not be accepted for placement. The City shall provide a copy of the response from the various checks performed on the prospective volunteer upon request.

Evaluation of Volunteer Program
An annual evaluation of the utilization of volunteers is conducted by City staff. Evaluation information gathered over the year will consist of the number of volunteers used, number of volunteer hours served, projects, events and programs where volunteers were used.

Relationship Between Volunteer and City
Volunteers are a valuable resource to the City, its staff, and its residents. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as respected co-workers, the right to effective direction, the right to appropriate involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the City of Kennewick.

Maintenance of Records
Records are maintained on each volunteer including dates and hours of service, positions held, and awards received. Volunteer personnel records shall be accorded the same confidentiality as City of Kennewick personnel.

Timesheets
Individual volunteers are responsible for the accurate completion and timely submission of timesheets. Volunteers working in the community, in the parks, and at the Senior Center must also sign in when beginning service and sign out when service is completed for that day on the appropriate forms.
(See Attachment – Timesheets and Sign-in Forms)

Confidentiality
Access to confidential records is restricted to designated City of Kennewick staff. All City related business or recreation program participant information overheard or entrusted to a volunteer needs to stay confidential. It is not to be talked about among other volunteers, participants, friends, or family.

Work Site
City of Kennewick staff shall establish an appropriate worksite for all volunteers. This worksite shall contain necessary facilities, equipment, and space to enable the volunteer to effectively and comfortably perform his or her duties. Volunteer work sites are subject to the same safety requirements as are all City work sites.

Dress Code
As representatives of the City of Kennewick, volunteers, like staff, are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers are to be identified as such through wearing nametags or other methods provided by the City of Kennewick.

Absenteeism
Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers shall inform the supervising staff member as far in advance as possible so that alternative arrangements may be made.

Right to Reject Services/Termination
The City reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment of any other contractual right is created by these policies. Participation in any volunteer position of the City shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law.

Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, misuse of City equipment or materials, mistreatment of clients or co-workers, failure to abide by City policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

Resignation
Volunteers may resign from volunteer service at any time. It is requested that volunteers who intend to resign provide advance notice of departure and a reason for this decision to the assigned staff contact.

Requests for Volunteers
The City of Kennewick will accept requests for volunteers in writing complete with a description of duties needed to be performed and a requested timeframe. The recruitment of volunteers provides the volunteers with an experience that is personally rewarding and challenging.

Recruitment
Volunteers shall be recruited by the City on a pro-active basis, with the intent of expanding volunteer involvement in the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering and will under no circumstances be allowed to operate power tools.

Interviewing
Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for/and interest in that position. The interview should determine the qualifications of the volunteer, his or her commitment to fulfill the requirements of the volunteer position, and provide an opportunity for the volunteer to ask questions. Supervising staff should participate in interviewing and placement of volunteers whenever possible. Final assignment of a potential volunteer should be reviewed and approved by the appropriate supervisor.

Placement
In placing a volunteer, consideration shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the needs of both the volunteer and the supervising staff can be met. No volunteer will be assigned to work with a staff person without the consent of that staff person. Volunteers should be provided with a description of general volunteer duties and when needed, a scope of work description so there is complete understanding of the expectations of their service. This document should clearly identify the essential job functions the volunteer is authorized to perform. Since volunteers are considered a valuable resource in performing the City's work, staff is encouraged to seriously consider creative ways in which volunteers can be of service and to consult with the Volunteer Coordinator if in need of assistance or additional training.

Acceptance and Appointment
Service as a volunteer with the City of Kennewick shall begin with an official notification of acceptance or appointment to a volunteer position by the Volunteer Coordinator. No volunteer shall begin performance of any position until he or she has been officially accepted for volunteer work and has completed all the necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork and shall receive a copy of the volunteer manual.
(See Attachment – Application Form)

Re-Assignment
A volunteer who is re-assigned to new responsibilities shall receive appropriate orientation and training for that position before he or she begins work. In addition, any screening procedures appropriate for the specific position must be completed, even if the volunteer has already been working with the City.

Professional Services
Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of all appropriate certificate(s) or license(s) must be on file with the Volunteer Coordinator.

Orientation
All volunteers will receive a general orientation on the nature and operation of the volunteer program and a specific orientation on the purposes and requirements of the volunteer work that they are accepting in that effort.

On-the-Job Training
The City will provide adequate instruction and, where necessary, training to ensure all workers perform a task properly and safely, and provide individual volunteers with adequate knowledge of City rules and requirements. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the positions and the capabilities of the volunteers. Experienced volunteers may be included in the design and delivery of volunteer orientation and training. Those staff that will be in a supervisory capacity for volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them. The Volunteer Coordinator shall assist with training as needed.

Continuing Education
Volunteers are encouraged to improve their levels of skill during their terms of service. Additional training and educational opportunities may be made available to volunteers during their service with the City of Kennewick. This continuing education may include both additional information on performance of their current volunteer assignment, as well as more general

Information. It may be provided either by the Department or by assisting the volunteer to participate in educational programs provided by other entities.

Supervision of Volunteers
Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a staff person, a trained adult volunteer, or other designated person. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance. An adult must supervise minors under the age of eighteen.

The Volunteer as Volunteer Supervisor
After consulting with City staff, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the City staff.

Volunteer/Staff Relationships
Volunteers and staff are considered to be partners in implementing the mission and programs of the Department, with each having a complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

Staff Involvement in Volunteer Evaluation
Supervising staff shall be involved in all evaluation and work assignments of volunteers with whom they are connected.

Lines of Communication
Volunteers are entitled to all information pertinent to the performance of their work assignments except that information which the City deems to be confidential.

Standards of Performance
Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished and appropriate timelines for accomplishment of the work.

Request for Volunteer Feedback
The City may seek feedback from its volunteers in an effort to improve its volunteer programs.

Hospitality
At some locations and volunteer activities snacks and lunch may be provided by the Project Coordinator for the volunteers on the day of volunteer work.

Access to City Property and Materials
As appropriate, volunteers shall have access to City of Kennewick property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. Under no circumstances shall a volunteer operate any power equipment.
Exception: The Volunteer Project Coordinator can authorize the appropriate volunteer(s) to operate power equipment with the appropriate skill level (*See skill levels on page 14*).

Insurance
The City pays the Washington State Department of Labor & Industries insurance for volunteer hours worked at the City of Kennewick. Volunteers must be registered and authorized by the City of Kennewick for the tasks performed.

Recognition

Volunteer recognition activities will be held to highlight and reward the contributions of volunteers. These may include: Recognition on the City's website, recognition events, awards, thank you letters, e-mails and/or verbal thanks are to be given to all volunteers as appropriate. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on- going methods of recognition of volunteer service on a regular basis throughout the year.

Forms and Sample Documents

Volunteer Application
Background Check Form
Project Summary Proposal
Sample Letters
Sample Projects
Volunteer Agreement

KENNEWICK WASHINGTON
Parks & Recreation

KENNEWICK PARKS AND RECREATION
1010 E Chemical Drive, Kennewick, WA 99337
PHONE: (509) 585-4398 E-MAIL: parksinfo@ci.kennewick.wa.us

Volunteer Application Form

Full Name: _____

Address: _____ City/State/ZIP: _____

Day Phone: _____ Cell: _____ E-mail: _____

Availability: Hours/days available? Su M T W Th F Sa AM _____ PM _____ On-going _____ On-call _____
(Please circle)

☐ Male ☐ Female Birth Date: _____ *Age: _____
(*Minors 17 and younger must be supervised by an adult and have written consent of a parent or legal guardian prior to volunteering)

Emergency Contact Name #1: _____ Phone Number: _____

Emergency Contact Name #2: _____ Phone Number: _____

Do you currently volunteer? ☐ Yes ☐ No If "yes", where do you volunteer: _____
List the type of volunteer work you do: _____
Name of Supervisor you report to when volunteering: _____
Supervisor's Day Phone: _____

Volunteer Interests: _____ Landscaping _____ Gardening _____ Painting
_____ Other: _____

_____

List any skills, experience that you may have:

_____
_____
_____

Have you been convicted of a crime by a court of law within the last 10 years? _____ Yes _____ No
(A conviction will not necessarily bar you from volunteering.)

Please list two personal references who can speak knowledgeably of your ability to volunteer:

NAME	ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
1.				
2.				

I understand that all information on this form is voluntarily supplied and may be disclosed for volunteerism purposes only. I hereby volunteer my services and understand that I am not a paid employee of Kennewick Recreation and Community Services or the City of Kennewick. I agree to keep all information about clients, volunteers, or other individuals, obtained while volunteering, confidential. I realize and understand that there are certain risks inherent in the activity for which I am volunteering for. Also, I agree to hold the city of Kennewick, Pasco, Richland, all school districts, and any employee or volunteer associated with the program I am involved in harmless from, and indemnify them for, any damage or loss arising as a result of my (my child's) participation. I give permission to have my (my child's) photo taken during this program and used for publicity purposes by the City of Kennewick. I hereby give my consent for emergency medical treatment. I understand that this is to prevent undue delay and assure prompt treatment and that only a licensed healthcare provider will be engaged for such an emergency.

_____ _____
Volunteer Signature (or Parent/Guardian for a minor) Date Signed

****In addition, complete the attached *Authority for Release of Information* form and return both forms to Kennewick Parks Department, 1010 E Chemical Dr., Kennewick, WA 99337**

For Office Use Only: Hired Staff _____ Volunteer _____ Team #_____ Coach_____ Asst. Coach_____

Previous Hire/Volunteer _____ Program: _____ Lead: _____

AUTHORITY FOR RELEASE OF INFORMATION

I, _____, authorize and give consent to the City of Kennewick to obtain information about me, including the following:

Criminal background records/information
Sex Offender registry checks
Address
Social Security Number/Birth Date

I hereby authorize consumer reporting agency, *Talentwise,* or any law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the City of Kennewick

By my signature (including electronic) below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the City of Kennewick.

Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. This release is binding until revoked in writing.

Please Complete All Sections: (If in writing, please print legibly)

Full Name _____
(First Name) (Full Middle Name) (Last Name)

Previous Names/Maiden Name _____

Current Address _____

City/State/Zip: _____

Telephone # _____ Date of Birth _____ Social Security # _____

Signature _____

Date _____

FOR OFFICE USE ONLY:

Talentwise Clear___ Alert___

KPD Cleared___ Advise CA___

KPD Rep. Initials _____ Date _____

When check is complete, please return to the City Attorney's Office. Thank you!

City of Kennewick – Parks & Recreation Department - Volunteer Screening Policy

Description

In order to preserve the safety and wellbeing of participants in its youth and vulnerable adult programs and events, the Kennewick Parks and Recreation Department has selected SterlingOne and the Kennewick Police Department to conduct background checks on all volunteers, coaches for youth athletic programs and certain other programs and events involving youth and vulnerable adults.

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Kennewick Parks and Recreation Department to order an individual criminal background check. All authorization forms and results of screening must be received prior to the start of volunteer duties.

This policy will include all volunteers who work with youth, vulnerable adults, and who those wish to be named a coach that may, in the course of their volunteer service, have the opportunity to be alone with children or vulnerable adults during activities scheduled for Kennewick Parks and Recreation sponsored programs.

The Kennewick Parks and Recreation Department reserves the right to conduct background checks of all volunteers working programs/events involving children and vulnerable adults.

SterlingOne and the Kennewick Police Department will conduct the background checks on volunteers.

All information received as a result of the screening will be kept confidential and not disclosed to anyone outside the City of Kennewick organization. All authorization forms, records or reports shall be maintained in a confidential manner, and kept for a fixed period of time as set by the City's record retention policy.

If any disqualifying information ifs found that prevents an applicant from being accepted, the City Attorney's Office will be responsible for notifying the applicant of disqualification. In the event the applicant feels their criminal background check contains inaccurate information, it is the applicant's responsibility to contact the reporting agency (SterlingOne, Police departments, courts) and resolve any issues. Kennewick Parks and Recreation and its employees are not responsible for errors or omissions that may be reported on background checks.

Frequency of Background Investigations

Background investigations will be conducted annually for all volunteers, youth coaches, and other volunteers for certain programs and events as deemed necessary. Only one background check is necessary per year regardless of the number of different sensitive positions a volunteer may fill during any year. The initial authorization release signed by the volunteer applicant specifically states that the release shall remain in effect until revoked in writing.

Criteria for Exclusion

Disqualifying Factors

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes or has pending charges as identified:

(Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there is an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prosse, or dismissal.)

DISQUALIFICATON BASED ON OFFENSE:

SEX OFFENSES

All sex offenses – regardless of the amount of time since offense.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

All Violent Felonies – regardless of the amount of time since offense.

Example include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child endangerment, etc.

All Felony offenses other than violent or sex offenses within the past 10 years.

Examples include: drug offenses, theft, embezzlement, fraud, etc.

MISDEMEANORS

All misdemeanor violent offenses involving a minor or vulnerable adult (unless the applicant was themselves a minor) – regardless of the amount of time since the offense.

All misdemeanor drug and alcohol offenses involving a minor or vulnerable adult (unless the applicant was themselves a minor) – regardless of the amount of time since the offense.

All other misdemeanor violent offenses within the past 7 years.

Examples include: simple assault, battery, domestic violence, hit and run, etc.

All misdemeanor or drug and alcohol offenses within the past 7 years or more than one offense in the past 10 years regardless of whether the offense involved a minor or a vulnerable adult.

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other felony or misdemeanor within the past 7 years that would be considered a potential danger to vulnerable populations.

Any felony or misdemeanor convictions for which the individual accepted through plea bargaining or other legal action, a lesser plea conviction than that original charge that involved any of the above listed offenses.

Any felony or misdemeanor conviction or pending charges which involve a crime against a member of the vulnerable population or pending charges of felonies or misdemeanors as listed within this procedure.

PENDING CASES

Any applicant who has been charged with any of the disqualifying offenses will not be allowed to volunteer until disposition of the charge. A serving volunteer who has been charged with any of the disqualifying offenses will have their service suspended until disposition of the charge.

A volunteer must immediately inform the Kennewick Parks and Recreation Department of any charge(s) that have been filed against the volunteer and which, if convicted would cause them to be disqualified as a volunteer as stated in this policy. Failure to do so may result in further penalties including permanent disqualification.

The Background Check Process is an ongoing process and is subject to review and changes as determined necessary by the City of Kennewick in administering its volunteer programs.

SKILL LEVELS

Volunteers should demonstrate some level of skill to construct, install, maintain, paint, repair public buildings, building fixtures and other public property. Volunteer Project Coordinator(s) should be able to identify the skill level of all volunteers participating on projects.

TRADE/PROFESSION	ADVANCED	HIGHLY	INTERMEDIATE	BEGINNER
PAINTING				
CARPENTRY				
PLASTERING				
LANDSCAPING				
CONSTRUCTION				
Other:				

Advanced – Holds a trade license (Electrical, Carpentry, Plumbing and Welding) or demonstrates a journeyman or professional level combination of experience and ability to perform a variety of maintenance, repair, installation and construction projects.

Highly – demonstrate a generous combination of experience and ability to perform a variety of maintenance, repair, installation and construction projects.

Intermediate – demonstrate some combination of experience and ability to perform a variety of maintenance, repair, installation and construction projects.

Beginner – demonstrate a basic ability to perform a variety of maintenance, repair, installation and construction projects. No previous experience falls under this category as well.

Volunteers should demonstrate some skill level to use hand tools, power tools, and materials; demonstrate a working knowledge of occupational hazards, personal protective equipment and necessary safety mitigation and safe material disposal practices and procedures.

Liability

Participation in a volunteer project for the City of Kennewick is a voluntary activity. In consideration of permission to participate in this activity, I hereby agree to assume the risk of property damage, injury, illness or death associated with participation in this activity. I agree to release the City of Kennewick, its employees, agents, representatives and volunteers from any and all liability that may arise in connection with this activity. I agree that the terms hereof shall serve as an assumption of risk and release for my heirs, estate, executor, administrator, assignees and for all members of my family. Furthermore, I give permission to have my photo/video taken, without recompense, during City of Kennewick volunteer activities, which may be used for public relations, grants or publicity purposes.

Safety Examples

- For trenches > 4 feet deep – Competent Person in trenching and shoring is required.
- When working > 10 feet in height – Fall protection is required on roofs and L&I rules must be obeyed. Use of a manlift requires proficiency in safe operation and handling.
- When heat is > 89 degrees from May thru September heat related injury L&I rules apply to outdoor work with their special conditions and training requirements.

City of Kennewick Volunteer Project Summary and Proposal

Name:	As an applicant are you? Individual, Group, Partnership, Corporation, Government Agency (Federal, State, Local).
Address	
Telephone: Business/Home/Cell	E-mail
Project Title	
Is your project listed on the City of Kennewick List?	yes / no
Proposed Location for the Project.	
Describe the project in detail that will be performed. Please attach additional sheets if necessary such as: drawings, plans and schematics.	
What is the technical capability or skill level of individual(s) that will be performing the work? Has the individual(s) performed this type of work previously?	
Will any permits/signs be needed?	yes / no
Describe the future ongoing maintenance that will be required.	
Please estimate the cost of the project.	$
How much do you intend to contribute? (donations, materials, professional services)	$
What City of Kennewick support is needed for the project?	
When is the project scheduled to begin?	Month/year
When will the project be completed?	Month/Year
*Name of Volunteer	Date

VOLUNTEER/DONATION PROJECT AGREEMENT

Project Name_____ **Date**_____

Group Name_____

LIMITED GUARANTEE:
I agree that all gifts, volunteer work and donations to the Park system, are accepted on the basis that they will be maintained (with the following exceptions) for 10 years in the original location, or at an area near their original location. After that period the disposition of the gift is at the sole discretion of the City of Kennewick Parks and Recreation. It during that time the gift, volunteer work and/or donation is so damaged or destroyed, whether by intentional or accidental acts of nature or individuals, and replacement or repair of are not reasonable such gift may be removed by the City and not replaced. Sole determination of removal in the above cases shall be at the sole discretion of Parks and Recreation.

I understand that donations for such gifts and volunteer work, such as but not limited to, benches, play structures, tables, picnic shelters, trees or other items in no way constitutes ownership of the item, the land upon which it is situated, or the surrounding lands. Furthermore, the Parks Department retains the right to use the item and the lands adjacent to the donated item(s), as it deems appropriate, or to relocate the item if redevelopment of the area warrants this action.

Liability:
Participation in a volunteer project for the City of Kennewick is a voluntary activity. In consideration of permission to participate in this activity, I hereby agree to assume the risk of property damage, injury, illness or death associated with participation in this activity. I agree to release the City of Kennewick, its employees, agents, representatives and volunteers from any and all liability that may arise in connection with this activity. I agree that the terms hereof shall serve as an assumption of risk and release for my heirs, estate, executor, administrator, assignees and for all members of my family. Furthermore, I give permission to have my photo/video taken, without recompense, during City of Kennewick volunteer activities, which may be used for public relations, grants or publicity purposes.

Participate/Guardian (Print)	Signature	HRS	Participate/Guardian (Print)	Signature	HRS

Dear Project Leaders and Volunteers:

Thank you in advance for your interest, efforts and participation in the volunteer projects within the City of Kennewick. Below and attached is some information regarding the logistics and requirements for the event.

- Please ensure that your volunteer group participants are prepared and equipped for the project they are participating in. Please be sure that your group participants have the proper safety equipment for the task at hand. All groups are required to have a First Aid Kit.

- For volunteer projects related to City parks or facilities, we need to track who is helping. The City pays the State Dept. of Labor & Industries for volunteer hours worked within our parks & facilities so that if someone were to get hurt while working on one of the projects, they would be covered by L&I, if we have record of their participation. We ask that each of the Project Coordinators help us by getting each of your members to review and sign the agreement. Please promptly email, mail or deliver the completed VOLUNTEER PROJECT AGREEMENT to:

Mail: City of Kennewick
Attn: Ian Dezember
PO Box 6108
Kennewick, WA 99336

Deliver: City of Kennewick
Attn: Ian Dezember
1010 E. Chemical Drive
Kennewick, WA 99336

Email:
ian.dezember@ci.kennewick.wa.us

A Typical Volunteer Project Day

Before You Leave Home:

- Eat breakfast!
- Dress appropriately with clothes that are not baggy
- Tie long hair back and remove jewelry
- Hats, sunscreen and sunglasses are always advisable
- Bring work gloves if you have them
- Wear sturdy shoes (no sandals)
- Tools – If you bring your own tools please ensure you have your name and telephone number on them
- Bring snacks and lunch!

When you get to the site:
At the site, you can expect to meet great people. You will not be asked to do something that makes you uncomfortable, such as getting on a roof, or operating power tools.

Volunteer Check In
Volunteers check in at the site, register and complete all necessary paperwork. The site coordinator will assign tasks for the project.

Breaks
Volunteers are welcome to rest as needed – we strongly encouraged all volunteers to take water breaks, bring snacks & a lunch.

Project Site Guidelines for Volunteers:

- Housekeeping is everyone's responsibility. Keep your area clean and orderly. Put away tools, materials, and equipment in their designated area when finished.
- Be sure all participants are equipped and use the proper personal protective equipment and know where the first aid kit is located.
- Lifting - Always lift using safe lifting practices. Use your legs, not your back. If in doubt, get help.
- Pay attention - Remember that things may be going on around and above you. Please be aware of your surroundings.
- Do not throw construction materials, tools.
- Take breaks for a drink of water every half-hour and eat lunch if you are there into the afternoon. Take a sit-down break if you feel tired, especially in the afternoon after you have been working all day.
- Be aware of heights and please do not go up on roofs unless this has been approved by the City of Kennewick. When on a roof, please make sure you have secure footing and watch where you are going. Secure ladders to the wall, or have someone hold them at the bottom.
- Report all injuries and accidents to a Project Coordinator. Confirm location of first aid kit.
- An adult must supervise minors under the age of eighteen.

Volunteer Projects and Programs

There are many different types of volunteer programs, partnerships and projects:

- **Individual** - an individual who can provide donations of money, labor or time
- **Business/corporate partners** - provide donations of money, time, people, and other resources
- **Social service/community organizations** - can make an impact by providing volunteers for parks
- **Contractual partners** - provide programs and services via written bilateral agreements
- **Non-profit/Faith based partnerships** - similar to contractual partners but strictly non-profits
- **Volunteer/neighborhood** - park sponsored volunteer opportunities and "Friends of" groups who provide volunteer labor, money, and other resources

Examples

- **Arts and culture**
  Expand exposure to and participation in performing and visual arts. Build community and attract visitors to the city.

- **Education:**
  Provide learning opportunities through recreation programs, volunteerism, public engagement.

- **Active Recreation & Healthy Lifestyles:**
  Provide recreation-based programs and encourage healthy lifestyles. Include free or low-cost opportunities for youth, seniors, and low-income residents.

- **Greening, Park Maintenance, Environment:**
  Improve quality and usability of green spaces and support the environment through direct maintenance and organization of labor and resources.

- **Park Amenities:**
  Provide services and contribute physical structures that improve and enhance the use of park spaces. Such as the bench program

- **Community Service:**
  Provide programs and facilities that aid underserved populations, including youth, seniors, families, and low-income residents.

- **Support your Park**
  Contribute to the quality of life in your neighborhood and invest in green, open spaces. Visit to learn more about giving options and donate online through the ActiveNet portal.

- **Your Neighborhood parks** - Bring your neighbors together and have fun supporting one of our featured park projects. Park enhancements include weeding shrub beds, mulching trees, ball field support, play area maintenance and invasive removal of "bully weeds".

- **Eagle Scout Projects**
  Welcome to working with Kennewick Parks and Recreation on your Eagle Scout Project.
  - We advise you to start planning early as an Eagle Scout Candidate.
  - Projects require scouts to contact staff at least 90 days before the project.
  - We are looking forward to your follow through and completion of the project.

Project Procedures:

1. Identify a project on the Project List.
2. Contact the City of Kennewick staff coordinator. Set up a meeting to discuss the potential project. In this meeting you will talk about the project and how you will achieve your goals. If the Parks' lead approves, you may prepare your written proposal.
3. Complete the volunteer project application – note this must be done at least 90 days prior to the start of the project.
4. After the project is completed, you will send a copy of your report, including the completed

Group Sign-In Sheet to your City of Kennewick staff contact.

- **Community Gardens**
  Kennewick Parks and Recreation is committed to providing opportunities to be active, engage in the outdoors and build community. Through the community gardens program we are able to provide coordinated opportunities that link all of these things. If you would like to establish a community garden at one of the City of Kennewick Park sites please contact******

- **The Parks & Recreation Work Group**
  The Parks & Recreation Work Group, brainstorms on range of options for generating more revenue and finding efficiencies that could reduce costs, enhance program service delivery and promote community engagement in parks and recreation.

  The group is scheduled to meet four times throughout the year, on**********. At the conclusion of the meetings, City of Kennewick staff will prepare a summary document that identifies options, highlights potential revenue increases and/or cost savings, and describes a process for public review and possible implementation for each option. To register go to **********

- **Neighborhood Fund Projects**
  The Neighborhood fund project supports local grassroots action within neighborhoods. Neighborhood groups can provide in-kind services, cash, or volunteer time and undertake many types of community improvement projects.

City of Kennewick Bench Donation Program

The City of Kennewick's commemorative bench program allows the donor to contribute to the cost of installing a park bench and plaque at one of the City's parks. The cost of a standard bench is approximately $1,320. Donations are tax deductible and a receipt will be issued. (Due to increases in the cost of steel, prices are approximate.) In lieu of a monetary donation, a group may want to purchase the materials and install the bench themselves.

A standard 5" x 10" bronze plaque will be installed in the concrete pad. Standard plaques allow for 50 letters. The City reserves the right to disallow any wording that would reasonably be considered improper.

The donation covers the cost of the bench pad, the bench, the memorial plaque and 10 years of guaranteed maintenance. All small gifts to the Parks system, such as benches, are accepted on the basis that they will be maintained for 10 years in their original location, or at an area near their original location. After that period the disposition of the gift is at the sole discretion of the Parks Department. It should be understood that donations for gifts such as benches, tables, trees or other items in no way constitutes ownership of the item, the land upon which it is situated, or the surrounding lands. Furthermore, the Parks Department retains the right to use the item and the lands adjacent to the donated item(s) as it deems appropriate, or to relocate the item if redevelopment of the area warrants this action.

Sites for commemorative benches are chosen in consultation with the Parks Department. The number of benches at a site will be limited to ensure locations are appropriate and there is not an overabundance of benches at a site. Park staff will determine the final exact location of the bench. This is necessary because of placement restrictions related to utilities, park usage, maintenance and landscaping considerations.

To order materials, scheduling of projects and weather considerations allow a 3 to 6 month wait for installation of your bench.

If you are interested in making a commemorative bench donation or would like further information on available sites and other details, please call Ian Dezember at the City of Kennewick Parks Department, 509-585-4398 or by e-mail at: ian.dezember@ci.kennewick.wa.us

I understand and agree with the above:_____**Date:**_____

Print Name: _____

Donation Bench Costs

Materials:		
Wabash 6′ bench with arms & gullwing stand		$350.00
Freight (single shipment)		100.00
Bronze plaque with shipping		225.00
1 CY concrete		75.00
Bolts and anchors		16.00
Wood form material		**15.00**
Subtotal		$781.00
Sales tax on above		**64.82**
Total for materials		$ 845.82
Labor:		Hours
Handle request		1.0
Order & handle materials		1.0
Excavation at site		2.0
Install forms		2.0
Pour concrete		2.0
Set bench & plaque		2.0
10 year maintenance allotment		3.5
Total labor at $35/per hour (including OH)	**13.5**	**472.50**
TOTAL FOR BENCH		**$1,318.32**

Pet Waste Dispenser Project

Pet Waste stations encourage dog owners to clean up after their pets, by providing a convenient, hygienic way to pick up and dispose of pet waste. The dispensers will be located along walking paths at various parks within the City of Kennewick. Participants who choose to participate in this Project will be asked to complete the following:

- Purchase of one Pet Waste Dispenser Unit (consist of dispenser, and bags) at a cost of $175.
- Installation of Pet Waste Dispenser at location to be assigned by City of Kennewick staff, this location will be determined by reviewing locations and existing structures located within the park systems.
- Installation will involve the dispenser along with a "pet waste" aluminum sign with pre-drilled holes. Signs to be supplied by City of Kennewick.
- Supply the required tools:
    - Shovels
    - Wrenches
    - Level

- Supply the required materials:
    - Concrete (bag or pre-mix)
- Notify utilities and City of Kennewick of the desired location for utility location at least a minimum of 4 working days prior to project.

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