

# Vacaville PAL Volunteer

APPLICATION PACKET

Vacaville Police Activities League 1000 Ulatis Dr. Vacaville, CA 95687 (707) 449-6288

#### **VOLUNTEER EXPECTATIONS**

#### **APPEARANCE & ATTIRE**

All Vacaville Police Activity League (PAL) volunteers must be neat and clean in appearance at all times. For certain activities, an official PAL volunteer shirt must be worn. Shoes must be worn at all times. Skimpy attire of any type is considered inappropriate.

#### **PUBLIC RELATIONS**

When dealing with the public, always conduct yourself in a courteous and helpful manner. It is your responsibility to learn about all programs offered by Vacaville PAL so accurate information can be given. Remember, as a volunteer, you represent Vacaville PAL to everyone with whom you come into contact. Should a situation arise that you are unable to handle in a tactful and courteous manner, refer the person or persons involved to the PAL Office or Director.

#### **TARDINESS**

Tardiness on your part which results in a delayed start time for a program is poor public relations. If you are unable to report to your assigned area at the assigned time, it is your responsibility to notify your supervisor as early as possible. Continued tardiness or tardiness without notification will result in exclusion as a volunteer.

#### **ABSENCE**

It is also your responsibility to notify your immediate supervisor if you are going to be absent from your assigned hours. If you are ill, contact the Program Coordinator of PAL immediately. Continued and unexcused absences will result in exclusion as a volunteer.

#### **BEHAVIOR**

The PAL participants look upon you as a role model. Therefore, you should conduct yourself in an appropriate and professional manner. There should be no inappropriate language, gestures or conversations while in or around the PAL Center, or at PAL activities.

#### **TRAINING**

Once approved you must come to the PAL office for an orientation about our discipline policy and the programs, from our PAL staff. This training is approximately 2 hours and will be scheduled upon notification of approval. You must go through this training before being allowed to volunteer at any PAL event. Please bring a copy of your DMV Driving History record to this training.

I, the undersigned, acknowledge that I have read and fully understand the duties and responsibilities set forth in this Volunteer Expectations, and agree to abide by this at all times while volunteering for the Vacaville Police Activities League.

Applicant's Signature		
Today's Date		

Thank you for your interest in volunteering with the Vacaville Police Activities League. PAL has a diverse selection of volunteer opportunities; please let us know in what areas you would like to participate in as a PAL volunteer and mentor.
PAL Sports
Sports referee Sport(s) Sports coaching Sport(s) Coaching assistant Sport(s) Other
PAL Clubs: Twice a Month Commitment (3 months)
Bowling - (ages:7-11) - Knowledge of scoring and technique a plus Teen Bowling - (ages:12-18) - Knowledge of scoring and technique a plus Art - (ages:7-11) - Arts & Crafts skills preferred Teen Art - (ages:12-18) - Arts & Crafts skills preferred Movie Club - (ages:7-11) Movie Club - (ages:12-18) Production Club - (ages:10-11) Other Other
PAL Trips
Field trip chaperone (single-day trips) I am interested in:
Field trip chaperone (multi-day trips) I am interested in:
Additional Opportunities
Clerical help Fundraisers Boxing Program (must meet with Boxing Coaches) Judo Program (must meet with Judo Coaches) Teen Leadership
Create Your own Opportunities
PAL is always looking to enrich the lives of our participants with new activities. Do you have a talent or passion you can share with PAL youth? If so, please give fill out this portion and we will work with you to create a program.
Activity Name:Brief Description:
Number of Classes:  Ages:  Number of Participants:

PAL Volunteer Applicant:

**VACAVILLE POLICE ACTIVITIES LEAGUE** 



## CITY OF VACAVILLE VOLUNTEER REGISTRATION FORM

650 Merchant Street Vacaville, CA 95688 www.cityofvacaville.com

#### This form must be completed by anyone volunteering in any capacity for the City of Vacaville

VOLUNTEER ASSIGNIII f volunteering as part of a		Jeace list the	organi	zation		Beg. Date	
					<u></u>	End Date	
NAME							
Last		First				M.I.	
ADDRESS							
HOME PHONE #		_ WORK #	<b>#</b>			CELL #	
EMAIL ADDRESS							
May Numbers Be Given C	Out?						
Home: Yes No	Work: Yes	No	Cell:	Yes	No	Email: Yes	No
In Case of Emergency							
Emergency Contact		Relatio	nship_			Phone #	
Alternate Contact		Relatio					
Medical Insurance Carrier			•				
Hospital to use in care of e							
Do you have any health prob							rforming the
duties of the volunteer assign		No				F J F -	
Have you ever been convicted of any violation of the law including (other than minor traffic violations) infractions, misdemeanors or felonies in either military or civilian judicial systems? Yes No If yes, give date, place, violation and penalty for each conviction.  Have you lived outside of the state of California? If so please list when and where  In understand that volunteer positions require checking references, various types of background checking. I hereby authorize any and all such background checks. As a volunteer for the City of Vacaville, I understand that I will not receive any monetary compensation for the time I contribute. I acknowledge that volunteer service is an "at-will" relationship to the City and that I can be released at any time. I certify that all statements made on this registration form or on supplementary materials are true and correct and I authorize the							
City of Vacaville to investigate	the accuracy of this	information fro	m any pe	rson or o	rganizatior	1.	
Signature					Date		
Volunteers should be at least 16 years old (Police Department – 18 years old). Exceptions to the age limit can be granted with written approval of both the volunteer's parent/guardian and the Supervisor.  If volunteer is under the age of 18, I give permission for my child to volunteer for the City of Vacaville.							
Parent/Guardian Signature					Date		
OFFICE USE ONLY							
Coordinator Signature	Da	te	S	upervis	or Signatu	ire	Date

### CITY OF VACAVILLE VOLUNTEER REGISTRATION FORM Please complete this page if your volunteer assignment and/or placement has t

DEPARTMENT OF INTEREST  Community Services Police Department Fire Department Housing & Redevelopme Other (please specify)			
AREAS OF INTEREST  Youth Sports Senior Center General Clerical/data entry Parking Patrol Park Watch Patrol Other (please specify)	Teen Center Theatre Usher Crime Prevention Senior Visitations	Start Date Undergraduate	_ _ End Date _ Graduate
Five hours a month	Regular Hours 10 hours a month	20 hours a mo	onth
EDUCATION	г 1		<b>.</b>
High School	_ Employer		Fromto
College	Employer Duties		Fromto
PAST VOLUNTEER EXPERIENCE  WHAT DO YOU HOPE TO GAIN FROM	M THE VOLUNTEER E	XPERIENCE	
REFERENCES	1 111 NOT DEL	A MYX IN C	
Please list three persons acquainted with you Name Addres		Daytime Phone	Evening Phone
	ence Checks Drug Sc t ChecksNone	reen Fingerprint	sDMV History

#### CITY OF VACAVILLE Employment Application Supplemental Questionnaire

\*1. California Public Resource Code (PRC) Section 5164 prohibits the City of Vacaville from hiring any person, whether an employee or volunteer, to perform services at any park, playground or recreational center or in a position having supervisory or disciplinary authority over any minor, if the person has been convicted of certain crimes under the California Penal Code as specified in Health and Welfare Code (H&WC) Section 15660(a). As candidate for employment or volunteer service covered by PRC Section 5164, have you ever been convicted of any crime? Yes No 2. If your answer to the previous question was yes, provide the date, jurisdiction, code sections, and descriptions of all criminal convictions. \*3. The statutes specified in H&WC Section 15660(a) are "violation or attempted violation of Section 243.4 of the Penal Code (sexual battery), a sex offense against a minor, or of any felony which requires registration pursuant to Section 290 of the penal code" and those where a "person has been convicted or incarcerated within the last 10 years as the result of committing a violation or attempted violation of Section 273a, 273d, or subdivision (a) or (b) of Section 368, of the Penal Code (involving certain harms to minors or elders), or as the result of committing a theft, robbery, burglary, or any felony." Have you ever been convicted of a violation or attempted violation of any of these statutes identified in this paragraph, or similar statutes outside the state of California? ☐ Yes □ No 4. If your answer was yes to question 3, provide the date, jurisdiction, code sections, and descriptions of all criminal convictions. \*5. Do you certify that all information you provided is true, correct, and complete to the best of your knowledge? Any misstatement or omission of material fact will be cause for disqualification from the application process or for immediate discharge from employment or volunteer service, regardless of the lapse of time before discovery. ☐ Yes No 

\* Required Question