



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 _____

PAL Volunteer Applicant: _____

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: _____

VACAVILLE POLICE ACTIVITIES LEAGUE

1000 Ulatis Dr.
Vacaville, CA 95687
Phone (707) 449-6288
FAX (707) 446-6980

CITY OF VACAVILLE VOLUNTEER REGISTRATION FORM

Please complete this page if your volunteer assignment and/or placement has not yet been determined:

DEPARTMENT OF INTEREST

- Community Services
- Police Department
- Fire Department
- Housing & Redevelopment
- Other (please specify) _____

AREAS OF INTEREST

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Youth Sports | <input type="checkbox"/> Teen Center | Internship _____ |
| <input type="checkbox"/> Senior Center | <input type="checkbox"/> Theatre Usher | Start Date _____ End Date _____ |
| <input type="checkbox"/> General Clerical/data entry | <input type="checkbox"/> Crime Prevention | Undergraduate _____ Graduate _____ |
| <input type="checkbox"/> Parking Patrol | <input type="checkbox"/> Senior Visitations | |
| <input type="checkbox"/> Park Watch Patrol | | |
| <input type="checkbox"/> Other (please specify) _____ | | |

TIME PERFORMANCE

- | | | |
|---|---|---|
| <input type="checkbox"/> One time project | <input type="checkbox"/> Regular Hours | |
| <input type="checkbox"/> Five hours a month | <input type="checkbox"/> 10 hours a month | <input type="checkbox"/> 20 hours a month |

EDUCATION

High School _____	Employer _____	From _____ to _____
College _____	Duties _____	
	Employer _____	From _____ to _____
	Duties _____	

PAST VOLUNTEER EXPERIENCE

WHAT DO YOU HOPE TO GAIN FROM THE VOLUNTEER EXPERIENCE

REFERENCES

Please list three persons acquainted with your capabilities – **NOT RELATIVES**

Name	Address	Daytime Phone	Evening Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Office Use Only:

Contingencies prior to placement: Reference Checks Drug Screen Fingerprints DMV History
 Credit Checks None
(initial those completed)

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