

Instructions for City of Palo Alto Volunteers who are UNDER 18

Do this before arriving at any city facility (such as Foothills Park).

You may not be able to work if your forms are not filled out and signed before arrival.

1. Fill out the Minor Waiver Form (attached).
2. Get it signed by a parent or guardian.
3. Fill out the Volunteer Identification Form (attached). You must fill out everything that has a check mark next to it.
- 4. Get it signed by a parent or guardian.**
5. Bring both forms, **SIGNED AHEAD OF TIME**, with you to the volunteer site.

Thanks, and thanks for volunteering for Palo Alto!

Minor Waiver



I, the parent or guardian of _____

a minor, agree to allow such minor to participate in _____
including associated travel.

I AM AWARE THAT THIS ACTIVITY IS POTENTIALLY DANGEROUS AND AM VOLUNTARILY ALLOWING SUCH MINOR TO PARTICIPATE IN THIS ACTIVITY WITH KNOWLEDGE OF THE RISKS INVOLVED, BOTH EXPECTED AND UNEXPECTED, AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF LOSS OR INJURY.
INITIAL HERE: _____

In return for the benefits such minor will receive from participation, I agree not to sue and hereby release and agree to hold harmless the City of Palo Alto, its employees, its agents, and any volunteers working with the City for and from liability and responsibility for any loss or injury connected with such minor's participation in the activity except for loss or injury caused intentionally or by willful misconduct.

THIS RELEASE IS INTENDED TO PROTECT THE CITY, ITS EMPLOYEES, ITS AGENTS, AND ANY VOLUNTEERS WORKING WITH THE CITY FROM CLAIMS OF NEGLIGENCE (THE FAILURE TO USE REASONABLE CARE). HOWEVER, IT IS NOT INTENDED TO EXEMPT THEM FROM RESPONSIBILITY FOR THEIR WILLFUL OR INTENTIONAL INJURY TO THE PERSON OR PROPERTY OF ANOTHER.

I have carefully read this agreement and fully understand its contents. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, HOLD HARMLESS AGREEMENT, AND ASSUMPTION OF RISK AGREEMENT AND THAT IT IS A LEGALLY BINDING CONTRACT BETWEEN THE CITY OF PALO ALTO AND ME. I further understand that this release is binding on my heirs or anyone making a claim. I sign of my own free will.

Signature of parent or guardian

Print name

Date

Attachment A
CITY OF PALO ALTO
VOLUNTEER IDENTIFICATION FORM

TO BE FILLED OUT BY VOLUNTEER:

Name: _____
Last First Middle

Address: _____
Street, Apt. # City Zip Code

Phone Number: _____ **Email:** _____
Area Code/Phone #

Emergency Contact: _____
Name Area Code/Phone #

Department: _____ CSD / Open Space _____

Desired Volunteer Dates/Frequency: _____
Start Date End Date

Are you a City staff member? Yes No

Are you under the age of 18? Yes No
If you are under the age of 18, please provide date of birth: _____

Have you ever been convicted of a violation of the law excluding minor traffic violations? Yes No

TO BE FILLED OUT BY DEPARTMENT:

Supervisor's Name: _____ **Kathleen Jones** _____

Assignment and Summary of Duties: _____
habitat restoration with Friends of Foothills Park _____

- | | |
|--|---|
| 1. Need to drive vehicle on business? Yes <input type="checkbox"/> No <input type="checkbox"/> | 4. Need for fingerprinting*? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Need to travel on business? Yes <input type="checkbox"/> No <input type="checkbox"/> | 5. Need for TB testing? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Need for references? Yes <input type="checkbox"/> No <input type="checkbox"/> | |

TO BE SIGNED BY VOLUNTEER AND SUPERVISOR:

This is to acknowledge that I desire to volunteer my services to the City of Palo Alto, performing duties similar to those listed above and that services rendered by me will be at the direction of the above named volunteer supervisor. I understand that I will not be compensated for these services and that I serve at the pleasure of my supervisor.

Signature of City Volunteer (and parent if volunteer is under age 18) Date

Signature of City Personnel Date

*Fingerprinting is required for certain volunteers pursuant to state law including Education Code §10911.5, and must be implemented by departments for volunteers as required by City of Palo Alto Policy and Procedure 2-28/HRD.