



ADOPT-A-STREET

INDIVIDUAL and ORGANIZATIONAL VOLUNTEER WORKERS HANDBOOK

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THE PURPOSE OF THIS HANDBOOK

The City of Stanwood recognizes the advantages of utilizing the rich skills and talents of the community and every citizen's desire to enhance their way of life, to benefit the community as a whole, and provide services which would not usually be available due to excessive costs. It is also the City's intent to implement a program that involves individual and organizational volunteers in an appropriate manner, that protects the public's interest, and to do so without adding undue or unnecessary liability that may negatively impact the taxpayers that live within Stanwood's city limits.



For these reasons, we have established some guidelines for individuals wishing to volunteer for the City, or organizations wishing to provide volunteer opportunities to their members.

SCOPE OF VOLUNTEER SERVICES



A scope of volunteer service will be provided to every individual and/or organization identifying the policies and procedures for each project. An assigned City staff person will work with individual volunteers or organization leaders to explain the scope of volunteer service and make sure that all parties are moving forward on the same page and toward the same goal.

In order to ensure that an understanding has been reached all individuals or organizational leaders will be asked to sign a statement confirming they will comply with the scope of volunteer services.

Each scope of volunteer service will define:

- 1) The duties of the work assigned;
- 2) Supervision responsibilities;
- 3) Training and orientation prior to performing work;
- 4) Personal protective equipment to be used;
- 5) Name of contact person and description of how to contact them, and;
- 6) Any other relevant information.

BACKGROUND CHECKS

Because the wellbeing of our volunteers is our first priority, especially those under the age of 18, and required in Washington State RCW 43.43.830-839, all persons expected to be coming into unsupervised contact with children or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence.

LIABILITY COVERAGE

The City is self-insured through the Washington Cities Insurance Authority (WCIA) for the purpose of comprehensive general liability coverage.

The WCIA is a pool of 110 Washington cities that provides training, advice, insurance programs, and other services with the goal of protecting the interests of taxpayers by managing the City's financial risk.

Volunteers working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Documents.



AGE LIMIT

Individual volunteers of the City must be 14 years of age or older. This is because the Washington State Department of Labor and Industries will not cover any injury to those under that specific age. If an individual younger than 14 years of age were to be injured while volunteering for the City, the taxpayers would end up having to pay for 100% of the cost.

Organizations whose membership consists of children under this age can be allowed to perform volunteer services if they provide proof liability insurance and the adult supervision necessary to perform the activity safely.

ORGANIZATIONAL PROOF OF COMMERCIAL GENERAL LIABILITY COVERAGE

All organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries, claims of any kind, and provide all necessary supervision for the project.

If an organization does not have Commercial General Liability insurance available through their organization, their members can volunteer as individuals under the provisions of this handbook, and can only be directly supervised by City staff.

INJURIES

All volunteer workers' hours will be tracked by the City and recorded as volunteer hours. The City provides medical coverage for these individuals through the State Department of Labor and Industries. Individuals may expressly agree in writing that they have their own medical coverage, or medical coverage can also be provided by the organization they are volunteering under.



WAIVERS

Organizations providing volunteer services shall sign “Agreement Regarding Organizational Service with the City,” as seen in Attachment A, including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities, as well as provide any other documentation as required by this handbook.

Individual volunteers shall sign an “Agreement Regarding Individual Volunteer Service with the City,” as seen in Attachment B.

TERMINATION OF VOLUNTEER SERVICE

The City and /or the individual volunteer, and/or the organization providing volunteer services, may terminate the volunteer service relationship at any time, with or without cause, and with or without reason.

HOW TO ADOPT-A-STREET

- Read the Volunteer Workers Handbook for Adopt-A-Street
- Fill out the Adopt-A-Street Application
- Fill out either the Individual or the Organizational Volunteer Service Agreement
- Turn in all paper work, including insurance if required and the \$30 sign fee
*streets are adopted on a 1st come 1st serve basis and are not adopted until all paper work has been received.
- You can mail or hand deliver your paper work to City Hall 10220 270th Street NW, Stanwood, WA 98292 Attn: Public Works

City of Stanwood Adopt-A-Street Program and Guidelines

Purpose

The Adopt-A-Street Program provides a framework for residents, businesses and service groups to maintain and improve city streets through litter and debris removal, maintenance of city streets and sidewalk facilities and small improvement projects. The Adopt-A-Street Program supplements paid staff and contractors to provide a litter-free, attractive street and sidewalk system. The Adopt-A-Street Program recognizes individuals and groups for their contributions of time and talents to the city's streets and sidewalk system.

General information

The Adopt-A-Street Program allows individuals and groups from the community to adopt a specific street and sidewalks to clean up debris, remove litter and make minor improvements to streets and sidewalk facilities. The Public Works (PW) Department will provide latex gloves, trash bags and safety vests. The PW Department will direct volunteer efforts, provide project management, support volunteers as needed and collect litter bags. The PW Department will install Adopt-A-Street recognition signs purchased by volunteers.

The PW Department may identify specific streets or sidewalks that are a part of the Adopt-A-Street Program. City streets may be excluded from this list due to safety, economics logistics or other issues specific to surrounding properties, including undeveloped neighborhoods. Large streets may have specific areas designated for clean-up efforts. The Public Works Department may limit the number of groups and/or individuals that can adopt one street due to size, usage, or other issues specific to that particular street.

Adopt-A-Street Sign Policy

A sign will be posted on the adopted street or at another designated location along the adopted street as determined by the Public Works Department. The Adopt-A-Street sign may share a sign post with other signs on the street. Signs may not endorse or oppose a candidate for office, advocate a position on a political issue or include a reference to a political party. The Public Works Director is solely responsible for final approval of Adopt-A-Street signs.

The PW Department may remove Adopt-A-Street signs for volunteers unable to make a minimum level of effort (quarterly clean-up) to allow other volunteers to step forward.

In the event an Adopt-A-Street sign is damaged or stolen, the City of Stanwood will replace the sign at no cost to the volunteer(s) up to 2 times in a 3 year period.

Adopt-A-Street Procedures

Each individual or group participating in the Adopt-A-Street Program must complete a volunteer application form and be approved to participate in the program. A parent/guardian must sign for anyone in their care who is under the age of 18. If group members change annually (e.g. school class groups, Girl Scout Troops, etc.), new forms must be submitted for each new group member.

Groups must consider each member's ability to participate responsibly and safely in clean-up activities. Adequate adult supervision must be provided by the group for participating youth younger than 18 years of age.

The group agrees to perform clean-up duties only during daylight hours and under favorable weather conditions, unless otherwise requested and approved by the Public Works Department.

Volunteers are responsible for contacting the PW Department at 360-629-9781 as soon as possible to report any safety problems, hazards and/or injuries that occurred during Adopt-A-Street activities. Volunteers are responsible for reporting hours worked to the city's Volunteer Coordinator at least quarterly.

Safety Guidelines

For the safety of Adopt-A-Street members, city personnel and vehicles and pedestrians, the City of Stanwood requires participants to adopt a responsible, common sense approach to safety. Adopt-A-Street participants are expected to accept responsibility for their actions, be safety-conscious at all times, and act with care in order to avoid causing damage to City facilities. The PW Department will provide volunteers with the following basic safety guidelines:

- Organizations must provide adequate supervision for participants under the age of 18.
- When threatening weather is present, all activity must cease to ensure the safety of every volunteer.
- Volunteers should not perform any activity outside of their physical capabilities.
- The use of power tools and motor-driven equipment is not allowed unless pre-authorized by the PW Department.
- Volunteers must wear appropriate clothing and shoes.
- Volunteers should work during daylight hours only, unless pre-authorized by the PW Department.
- Volunteers must be aware of traffic and wear safety vests when working close to roadways.
- Volunteers should not pick-up discarded syringes and/or needles, or come into contact with unknown chemicals.
- Hazardous conditions must be reported to the Field Supervisor as soon as possible.

ADOPT-A-STREET APPLICATION

Street/Area Map No. _____ Date of Request: _____ Agreement Termination Date: _____

Contact Name: _____ Address: _____

Phone: _____

Email: _____

Adopt-A-Street Sign Name: _____

I have read the Adpot-A-Street Guidelines and the Volunteer Workers Handbook and agree to follow all policies and guidelines.

Signature

Date

Where to place your name sign?

Public Works will install and maintain the adopt-a-street name sign to meet the City's street standards. You MAY have a choice as to where the sign will be posted, i.e. which end of the street, or since you are adopting an area and not just one street, you may have a preference of what street. Public Works will do its best to install per your choice, but reserves the right to install the sign in a location so it meets all street standards.

1st Choice: _____, 2nd Choice: _____

City's Use Only

\$30.00 Sign Fee Paid

Individual Volunteer

Organization Volunteer Insurance Received



ATTACHMENT A

AGREEMENT REGARDING ORGANIZATIONAL VOLUNTEER SERVICE AGREEMENT

Our organization, the _____ volunteer our services to perform only the services as outlined in the attached Scope of Volunteer Services for the City. We understand that we will not be compensated for our work but we volunteer to perform in a responsible manner. If we decide to discontinue volunteer service our contact person (designated below) will notify the Director of Public Works or his/her designee.

We understand that and agree that:

- None of the group is to appear for volunteer service under the influence of any drugs or alcohol;
- The City has included our hours of volunteer service in the State Labor and Industries coverage for volunteer workers;
- Our organization is responsible for directly supervising the activities of all the individuals in our group who will be doing volunteer work, and therefore, in consideration of our organization and members being permitted to perform services on City property, our organization agrees to defend, indemnify and hold harmless the City of Stanwood and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including members of our organization that might arise out of our activities or the actions of any individuals of our group, except for injuries or damages caused by the sole negligence of the City.
- Our organization has appropriated valid liability insurance of at least one million dollars (\$1,000,000.00) to cover our activities; and a copy of the certificate of said insurance, naming the City as an "additional insured" is attached.
- The City may terminate this agreement at any time without cause, and that we are volunteering our services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of our volunteer services beginning this ____ day of _____, 20____.

City Contact Information:

Organization Contact Information:

Name and Title

Organization

Signature

Signature on Behalf of Organization

10220 270th Street NW
Stanwood, WA 98292

Address

360-629-9781

Phone



ATTACHMENT B

AGREEMENT REGARDING INDIVIDUAL VOLUNTEER SERVICE

I _____ hereby volunteer my services to perform only the services as outlined in the attached Scope of Volunteer Services for the City. I understand that I will not be compensated for my work but I volunteer to perform in a responsible manner. If I decide to discontinue my volunteer service I will notify the Public Works Department at 360-629-9781. I am 14 to 18 years olds I am over 18 years old

Further, I hereby identify that I am capable of performing the duties as outlined in the attached scope of volunteer services without accommodation or with the following accommodations: _____

In consideration of the City of Stanwood giving me permission to perform these volunteer services, I agree to the following terms:

1. _____ I understand that I am not to appear for volunteer service under the influence of any drugs or alcohol.
2. _____ I will abide by all City policies regarding personal conduct while performing volunteer services.
3. _____ I agree not to go beyond the scope of volunteer service agreed to without authorization.
4. _____ Should an injury occur during the scope of my service, I understand that:
 - The City has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers.
 - I am to report any on-the-job injury or illness, no matter how minor, to the City Staff supervising my work.
5. _____ Depending on the scope of volunteer services, the following policies may apply: *(please initial policies reviewed)* _____ driving _____ safety procedures _____ Computer operation _____ discipline policy
6. _____ I acknowledge that I have been trained on the above initialed policies and understand them and/or have had the opportunity to ask any questions.
7. _____ I consent to the City performing a background check into my history in accordance with RCW43.43.830-839 and waive any right of privacy I may have in such information for the limited purpose of the City considering it for determining my suitability as a volunteer. *(To be used for volunteers who will have unsupervised access to children, developmentally disabled persons, or vulnerable adults or who will be working with confidential information.)*
8. _____ I understand that I or the City may terminate this agreement at any time without cause and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.
9. _____ **WAIVER AND HOLD HARMLESS:** I am fully aware that the work associated with being a City Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the City's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Stanwood, it's officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.
10. _____ I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City. If I am signing for my minor child, I, the undersigned parent or guardian, do hereby grant permission to the City of Sammamish to use any photographs, videotapes, motion pictures or recordings for publicity purposes by the City. Yes No

COURT ORDERED VOLUNTEER: Type of offense: _____ Number of hours needed _____

This agreement will be in effect for the duration of my volunteer services beginning this _____ day of _____, 2015.

Volunteer Signature

Parent Signature if volunteer is less than 18 years old

Address

Phone

Email

Emergency Contact Name and Phone

SCOPE OF VOLUNTEER SERVICES
(to be filled out by city staff)

Individual Volunteer or Organization Name: _____

Supervised by: _____ Phone: _____
city staff or organization supervisor

Assigned duties may include: _____

Training or orientation? _____ Date: _____

Personal protective equipment to be used? _____

Volunteer Signature

Parent Signature if under 18 years old