



# Volunteer Program

The mission of the Town of Clayton is enhanced by the active participation of citizens of the community. To this end, the Town accepts and encourages the involvement of volunteers at all levels within all appropriate programs and activities. Town Staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

Volunteers are identified as persons who regularly perform duties or tasks for various Town of Clayton departments without wages or benefits. Each department that uses volunteers shall designate a Volunteer Coordinator to train, supervise and recruit. Volunteers are not covered by the Fair Labor Standard Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any Town of Clayton benefits.

Volunteers under age 18, including those conducting community services, will complete a volunteer application which must be signed by a parent/guardian. Volunteers over age 18 must complete a volunteer application including a criminal background check.

Background checks:

- May be repeated during volunteer tenure with the Town of Clayton.
- A criminal history (misdemeanor, felony, deferment) will be reviewed by the Human Resources Director to determine if placement of that applicant will not jeopardize the safety of staff or citizens.
- Any sex or child abuse convictions or deferments will be denied.
- Pending investigations of criminal acts will disqualify an applicant until the issue is resolved.
- NOT required for groups supervised by an organization's representative
- NOT required for single event volunteers

Volunteers will be accepted only when there is a suitable task/duty to match skills, interest, location and schedule. Volunteers may not take the place of paid staff and will provide special supplemental services. Volunteers are expected to follow the same work, behavior and dress codes as employees. Volunteers will wear a badge/lanyard or shirt identifying them as volunteers when working for the Town. Both the volunteer and the Town have the right to terminate the volunteer at any time, for any reason, with or without cause.



Please provide three references, including at least one professional or work reference, who is not related to you and whom we may contact about your qualifications. If you are currently employed, please list your employer as the professional reference.

**Professional/Work Reference**

Organization:

Person's Name:

Phone:

Relationship:

Length of time known:

Type of work:

Your role:      Paid employee                  Volunteer                  Other

**Personal References**

Name:

Phone:

Relationship:

Length of time known:

Name:

Phone:

Relationship:

Length of time known:

**NOTE: If volunteer position requires a background check, you will complete a separate form for authorization.**

**Authorization and Certification**

I certify that the information in this application is true, complete and accurate to the best of my knowledge. I also authorize the Town of Clayton to contact references named with regard to my application. I also authorize the persons referenced to provide information in connection with my application and release them from any liability in regard to it. I acknowledge that I am not entitled to any Worker's Compensation, medical, sick, pension or any other benefits which accrue to employees of the Town of Clayton and hereby release the Town from any claims for any such benefits or for any other claim arising from the activities as a volunteer.

Signature

Date

Parent/Guardian Name

Parent/Guardian Phone

Parent/Guardian Signature

Date