



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY C-05-04

Volunteer Policy

1.0 POLICY

- 1.1 The Town of Drumheller through the Community Services Department offers opportunities for community members to provide volunteer services which assist in the growth and development of Town initiated programs and events. Guiding principles are necessary for Volunteers and Town Employees in order to establish boundaries and ensure a positive work environment for all individuals. Volunteer policies balance the interests of the Community, the Volunteers, and the Town by ensuring that guidelines are clearly defined and agreed upon.
- 1.2 The Town of Drumheller Community Services Department is committed to encouraging citizens to volunteer and contribute their expertise to improve the Community. The Town invites as Volunteers, citizens with skills and qualifications to share both their time and talent freely for the benefit of the Community. The Town and the Community appreciate the commitment and time given by their Volunteers and recognize their valuable contributions and the spirit in which they are given. A breach of the agreement set forth will result in discipline up to and including dismissal from volunteer services.

2.0 PURPOSE

The purpose of this statement of Policy and Procedure is to provide guidelines which may be changed from time to time, to promote understanding of what is considered acceptable standards of practice when utilizing volunteer services, and to encourage consistency throughout the Town of Drumheller in the delivery of voluntary supports.

3.0 SCOPE

This statement of Policy and Procedure applies to all Town of Drumheller employees working with Volunteers and Town of Drumheller Volunteer personnel.

4.0 RESPONSIBILITY

Supervising employees are responsible for:

- Keeping Volunteer files current regarding name, address, phone number, certifications, etc.
- Being familiar with and following Policies and Procedures regarding Volunteers.
- Reporting any concerns or breeches to management.

Managers are responsible for:

- Ensuring Policies and Procedures regarding Volunteers are consistently adhered to.
- Responding to breeches in Policy and Procedure
- Overseeing volunteer activities and ensuring adequate representation of the Town of Drumheller.

5.0 DEFINITIONS

5.1 Volunteer Definition

A person who, of their own free will, provides service to the community while under the general supervision of the Town of Drumheller without compensation or other consideration

5.2 Categories

- Program Specific Volunteers
- Individual Volunteers
- Volunteer Group
- Special Event Volunteers

6.0 REFERENCES AND RELATED STATEMENTS

Town of Drumheller Human Resources Policy and Procedure Manual
No.5.02.10.02 – Dispute Resolution
No.5.02.10.05 - Conduct and Behaviour
No.5.02.10.07 - Confidentiality of Information

7.0 PROCEDURE

7.1 Insurance Coverage

During the volunteer term and in the performance of volunteer activities, volunteers will have access to the insurance outlined below. However, schools and youth organizations volunteering their members will be responsible for the liability and insurance of their participants.

7.1.1 Liability Insurance/Worker's Compensation

All volunteers are covered under the Town of Drumheller's insurance policy for the duration of their volunteer time. Volunteers are required to submit required documents and annual volunteer hours.

7.1.2 Transportation

Volunteers shall at no time transport any community member or program participant in their personal vehicles.

7.2 Screening Volunteers

All potential volunteers working with children will be required to complete all necessary steps in the screening process before proceeding with conducting volunteer hours. Failure to complete the screening process will result in a withdrawal of volunteer services by the individual or group.

7.2.1 Position Descriptions

Position Descriptions are designed to inform the volunteer about the position and the specific details that the position entails. Each volunteer position has a specific job description that completely outlines the purpose, time commitments, duties and responsibilities, qualifications, benefits, training and success measures. Job descriptions will be distributed to all interested community members.

7.2.2 Application

All prospective volunteers are required to complete an application form and submit the form to the Community Services Department. Applications will then be reviewed by the relevant department members and considered for the interview process.

7.2.3 Interview

All prospective volunteers are required to arrange an interview with the relevant personnel from the Town of Drumheller. The interview will include questions about individual motivation, personal attributes, skill and abilities, education and employment background, specific interests and the individual's relevance to the community.

7.2.4 Reference Checks

All prospective volunteers will be required to submit a minimum of three personal references to be contacted prior to the commencement of volunteer hours. All responses will be documented and kept on file.

7.2.5 Qualification Checks

It is important that the Town of Drumheller obtain proof of qualification as claimed by the potential volunteer. Certifications may be pursued and organizations may be contacted to verify the qualifications of the individual.

7.2.6 Security Clearance Checks

Police Record Checks are required from all prospective Town of Drumheller Community Services Department Volunteers. The local RCMP will provide the record checks free of charge for Town of Drumheller Volunteers. All submitted checks will be kept on file.

7.2.7 Intervention Record Checks

Any potential volunteer interested in working with children or youth will be required to obtain a Child and Family Services Intervention Record Check. The record checks are provided free of charge. All submitted checks will be kept on file.

7.3 Selection

Upon successful completion of the screening process, the volunteer will proceed with the selection process.

7.3.1 Volunteer Contract

All volunteers are required to sign a volunteer contract outlining their volunteer position, hours of work and statement of acceptance of the policies and procedures of the Town of Drumheller.

7.3.2 Confidentiality Agreement

All volunteers will be expected to be in accordance with the Town of Drumheller's Confidentiality of Information policy. Individuals are required to sign an agreement of confidentiality with the Town of

Drumheller. Breach of the agreement may be cause for dismissal from volunteer services. The confidential agreement will be signed by the volunteer and witnessed by a Commissioner for Oaths, J.P or N.P.

7.3.3 Code of Ethics

All volunteers will be expected to be in accordance with the Code of Ethics and Conduct and Behaviour Policy as outlined in the Town of Drumheller's Human Resources Policy and Procedure Manual.

7.4 Orientation and Training

7.4.1 Orientation

All volunteers are required to attend a general orientation conducted by the supervising employee. Content of the orientation will include:

- History of the Town of Drumheller, Personnel structure or the organization, review of policies and procedures, program/event specific information, job descriptions, role of the volunteer, working with staff, volunteer recognition, resource list and distribution of materials
- Volunteers will be expected to complete a minimum of 3 orientation hours depending on the volunteer position, including an orientation to the Town of Drumheller's Safety Policies and Procedures.

7.4.2 Training

Opportunities will be made available for Volunteers to participate in training and educational development. Remuneration will be paid only if pre-approved by the appropriate supervisor.

7.5 Volunteer Records and Scheduling

Each volunteer file contains all documentation and relevant notes. Volunteer files are kept in the Department Office specific to the volunteer position. Relevant information is forwarded to the appropriate departments when required.

7.5.1 Scheduling

Reliability and punctuality are valuable qualities for volunteers and volunteers are asked to notify the Program Coordinator and appropriate supervisor as far in advance as possible if they are unable to attend a scheduled shift. Changes to schedules or extra hours must be approved in advance by the appropriate supervisor.

7.5.2 Calendars

Any calendars containing volunteer information will refer to the volunteer by first name only. Calendars should be posted in appropriate areas to ensure staff and volunteers are clear on scheduling and availability.

7.5.3 Time Sheets

Volunteers are expected to sign in and out on the time sheets provided. The sheets will be completed monthly and verified by the appropriate supervisor before being submitted to the appropriate department at Town Hall. Record of hours is maintained for confirmation of hours, insurance/WCB purposes, and in case of emergency.

7.6 Grievance Procedure

All volunteers are expected to resolve problems quickly and at the most immediate level possible. Any volunteer having a grievance against another individual should first attempt to verbally resolve the issue with the individual in question. If no verbal resolution can be reached, then the volunteer is expected to follow the dispute resolution procedure as outlined in the Town of Drumheller Policy and Procedure Manual.

7.7 Volunteer Recognition

The Town of Drumheller recognizes the significant and invaluable contribution of all volunteers. Volunteers play an important role in the provision of essential services to the community. In recognition of this, the Town of Drumheller acknowledges their contribution with both informal and formal gestures of appreciation.

- 1 – Volunteers will be recognized annually during volunteer recognition week in the spring.
- 2 – Volunteers will be recognized annually in December at the Mayor's Volunteer Recognition event.
- 3 – Specific Volunteers may be recognized in an individual profile or at community events.
- 4 – Informal recognition is ongoing and includes personal notes to Volunteers for their special contributions.

8.0 **ATTACHMENTS**

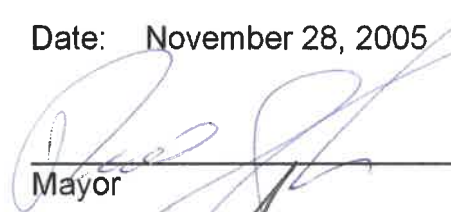
- Attachment A – Code of Ethics
- Attachment B – Volunteer Time Sheet
- Attachment C – Volunteer Job Descriptions
- Attachment D – Volunteer Application
- Attachment E – Volunteer Contract

9.0 RESPONSIBILITIES

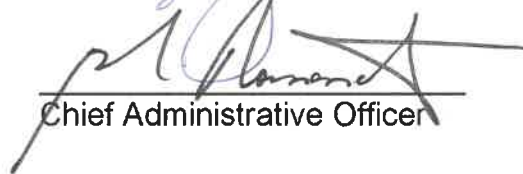
The Director of Community Services is responsible for ensuring this policy is applied uniformly and is responsible for recommending any revisions to this policy.

Adopted by Council

Date: November 28, 2005



Mayor



Chief Administrative Officer

Section 5 Employee Relations
Policy No.5.02.10.05 Conduct and Behaviour

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Issued by:	Corporate Services	Effective:	August 1, 2004	Dated:	n/a

Attachment A

Code of Ethics Agreement

Management and Non-Management Employees

It is the responsibility of the Managers to ensure the adherence of staff to the Code of Ethics. These standards are important to the Town of Drumheller's reputation and success in the community. All employees are expected to notify the Manager if there may be a conflict of interest situation, real, potential or perceived. The Manager shall be responsible in determining the proper course of action once the conflict has been brought to light. In any event, the Chief Administrative Officer shall be notified.

Confidential Information

Employees have access to confidential information by reason of employment with the Town of Drumheller. Employees must not make such information available unless it is public information. Where an employee is unsure of the status of information before making any disclosure release, the employee shall discuss it with the Manager who may see fit to consult with the Chief Administrative Officer.

Sensitive or confidential information includes, but is not limited to, the following:

- (a) Items under litigation.
- (b) Personnel matters including discipline, dismissals, resignation, job and salary information.
- (c) Information pertaining to the buying and selling of municipal property or the acquisition of property, real or proposed, by the Town of Drumheller.

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Attachment A
Code of Ethics continued

- (d) Information about suppliers provided for evaluation, which might be useful to competitors.
- (e) Information that might infringe on the right to privacy of others.
- (f) Sources of complaints about a variety of matters where the identity of the complainant is given in confidence.
- (g) Items under negotiation.
- (h) Information, which is supplied in support of license application, etc., where information is not part of the public documentation.
- (i) Schedule of prices in contract tenders.
- (j) Any item protected by the Freedom of Information and Protection Privacy Act or any other Provincial or Federal statute.

All information relating to the operation and affairs of the Town of Drumheller will be released to the media by the Chief Administrative Officer and at his discretion, or through his designate.

Public Statements

The Town of Drumheller encourages good communication between the public and all Town of Drumheller employees. The general guidelines for public statements are as follows:

- (a) Only the Chief Administrative Officer or Directors can release information.

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Code of Ethics continued

- (b) An employee must make it very clear that the comments are being made as a private citizen and not in the capacity as a Town of Drumheller employee when expressing opinions on municipal matters.
- (c) Advice that goes beyond the bounds of normal job related service should not be given to the public and is strongly discouraged.

Outside Employment

1. As a general rule, an employee shall not engage in any outside work or a business undertaking:
 - a) That interferes with the performance of the duties as a Town of Drumheller employee.
 - b) In which advantage is derived from employment with the Town of Drumheller.
 - c) In a professional capacity that will, or is likely to, influence or affect the ability to carry out the duties as a Town of Drumheller employee.
 - d) Creates a pecuniary interest for the employee.
2. Employees may take supplementary employment including self-employment, unless such employment:
 - a) Is performed in such a way as to appear to be an official act or endorsement of the Town of Drumheller.
 - b) Unduly interferes through lack of performance, telephone calls or otherwise, with regular duties.

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Code of Ethics continued

3. No Town of Drumheller employee shall use Town of Drumheller property for other than authorized Town of Drumheller purposes, unless with written approval of the Chief Administrative Officer.

Pecuniary Interest

An employee shall not have pecuniary interest in any business decision or contract made by them in the official capacity as a Town of Drumheller employee without the written consent of the Chief Administrative Officer. A Town of Drumheller employee may not acquire interests in a business or real estate venture or partake in any other activity in which pecuniary benefit may be derived, as a result of information received by virtue of employment with the Town of Drumheller.

An employee has a pecuniary interest in a matter if:

- a) The matter could monetarily affect the employee, or
- b) The employee knows or should know that the matter could monetarily affect the employee's immediate family (defined as employee's spouse, children, parents of the employee and spouse).

A matter monetarily affects an employee if the matter monetarily affects:

- a) The person directly,
- b) The corporation other than a distributing corporation, in which the person is a shareholder, director or officer,

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Code of Ethics continued

- (c) A distributing corporation in which the person beneficially owns voting shares of at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- (d) A partnership or firm of which the person is a member.

Contractual Relationships

An employee acting in connection with the hiring or contracting of labour or the purchase of materials or supplies for the Town of Drumheller shall not, without written notification to, and the written expressed permission of the Chief Administrative Officer, allot any work to, or order any supplies from the following:

- a) An immediate relative, including in-laws (see definitions in this manual),
- b) Any firm or partnership in which the employee alone or any immediate relatives holds any interest,
- c) Any company, partnership or firm in which the employee or immediate relatives holds a directorship or management position.

Criminal Offence

1. It is a condition of employment that employees are expected to obey and observe the laws of the Federal, Provincial and Local Governments. Breaking a law, therefore, whether at place of work or not, may contravene this condition and the disciplinary process may be initiated.

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2. If convicted of a criminal offence, the employee may be disciplined according to Town of Drumheller policy, which can include dismissal after consultation with the Town of Drumheller lawyer.
3. The Town of Drumheller, upon undertaking an investigation, may suspend or dismiss the employee whether convicted or not, if the Town of Drumheller feels the employee's conduct is unbecoming or detrimental to the Town of Drumheller.

Acceptance of Gifts

In order to preserve the image and integrity of the Town of Drumheller, business gifts should be discouraged. However, the Town of Drumheller recognizes that moderate hospitality is an accepted courtesy of a business relationship. Recipients should not allow themselves to reach a position whereby it might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality.

The frequency and scale of hospitality accepted should not be greater than what the employee's Manager would allow to be claimed on an expense account if it were charged to the Town of Drumheller. Where gifts are accepted, acceptance must constitute a benefit to the Town of Drumheller or be of nominal value and publicly acknowledged. Employees are under no obligation to consult with the Manager regarding the acceptance of specific gifts and benefits.

This policy does not apply to gifts received in connection with municipal twinning, nor gifts received for services to professional organizations or non-profit community groups.

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Political Activity

(a) School Board, Hospital Board, Other Local Boards

Employees may run for Board positions however, all requests or a general leave of absence without pay so as to run for a Trustee position must be submitted in writing to the Chief Administrative Officer for approval within Twenty One (21) days of requested commencement date.

(b) Municipal

Pursuant to section 22 of the Municipal Government Act, employees are not permitted to be nominated for the office of Mayor or Councillor unless a leave of absence without pay has been obtained from Council.

During working hours employees will not be permitted to become actively involved in a candidate's campaign for civic office.

(c) Provincial or Federal

Employees shall be entitled to a general leave of absence without pay if candidates for Federal or Provincial election. Upon election, the employee must resign from the Town of Drumheller's employ. An employee, who seeks election and is not elected, shall be entitled to return to the same or similar employment effective the day after election.

Any employee may:

- a) Join a Provincial or Federal political party or other political organization.
- b) Participate actively in the internal affairs of a Provincial or Federal party or organization.
- c) Hold an office in a Provincial or Federal party or organization.

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- (d) Solicit funds or other contributions for Federal or Provincial parties, elections and campaigns.

All activities undertaken on behalf of a Federal or Provincial Party must be done on the employee's own time and without use of Town of Drumheller equipment.

Penalties and Appeals

1. If an employee's actions result in a breach or violation of the Code of Ethics, it can be assumed a section of the conditions of employment have also been breached or violated, and corrective action/discipline and/or dismissal will ensue.
2. An employee has the right to appeal as is stated in the appropriate Collective Agreement or Dispute Resolution Procedure.

I have read and understood the above documentation:

DATE: _____

PER: _____
Employee

TITLE: After School Child Care Volunteer

REPORTS TO: After School Care Program Coordinator
FCSS Coordinator

DIRECT REPORTS: N/A

POSITION SUMMARY: Responsible for assisting with the day to day supervision of children in the after school care program. Assists the After School Care Program Coordinator in the administration of the after school care program.

SPECIFIC ACCOUNTABILITIES

1. Assist with supervision of program participants.
2. Assist with the preparing for and lead activities, games and special events.
3. Ensure open communication with participants, parents and staff.
4. Respond to parent and participant questions and concerns.
5. Ensure the physical maintenance of the program space.
6. Be able to work flexible hours.
7. Familiar with and adheres to the Town of Drumheller's safety policy and relevant Occupational Health and Safety legislation.
8. Performs other related duties as required by supervisor.
9. Adhere to confidentiality of staff and participants.

EDUCATION AND EXPERIENCE

Current High School Student or Community Member. Experience working with Children an asset.

Interest in working directly with children in a structured environment and:

- Performs all duties with a minimum of supervision and works effectively with variable work loads and produces timely and accurate documentation.
- Strong verbal & written communication skills.

- Strong interpersonal skills including superior tact, judgment, problem-solving skills and the ability to work cooperatively with others.
- Valid First Aid and CPR Certificates. – or willing to obtain.
- Willing to obtain additional training as required or requested.
- Must Submit to a Criminal Records Check.
- Must submit to a Child Intervention Check

OTHER INFORMATION

Program hours vary. It is the responsibility of the volunteer to arrange times and dates with the Program Coordinator.

Volunteer Recognition events will take place throughout the year.

TITLE: Summer Fun Volunteer

REPORTS TO: Summer Fun Coordinator
FCSS Coordinator

DIRECT REPORTS: N/A

POSITION SUMMARY: Responsible for assisting with the day to day supervision of children in the Summer Fun program. Assists the Summer Fun Program Coordinator and workers in the administration of the Summer Fun program.

SPECIFIC ACCOUNTABILITIES

1. Assist with supervision of program participants.
2. Assist with the preparing for and lead activities, games and special events.
3. Ensure open communication with participants, parents and staff.
4. Respond to parent and participant questions and concerns.
5. Ensure the physical maintenance of the program space.
6. Be able to work flexible hours.
7. Familiar with and adheres to the Town of Drumheller's safety policy and relevant Occupational Health and Safety legislation.
8. Assist with pre-arranged in/out of town special events/trips.
9. Performs other related duties as required by supervisor.
10. Adhere to confidentiality of staff and participants.

EDUCATION AND EXPERIENCE

Current High School Student or Community Member. Experience working with Children an asset.

Interest in working directly with children in a structured environment and:

- Performs all duties with a minimum of supervision and works effectively with variable work loads and produces timely and accurate documentation.

- Strong verbal & written communication skills.
- Strong interpersonal skills including superior tact, judgment, problem-solving skills and the ability to work cooperatively with others.
- Valid First Aid and CPR Certificates. – or willing to obtain.
- Willing to obtain additional training as required or requested.
- Must Submit to a Criminal Records Check.
- Must submit to a Child Intervention Check

OTHER INFORMATION

Program hours vary. It is the responsibility of the volunteer to arrange times and dates with the Program Coordinator.

Volunteer Recognition events will take place throughout the year.

TITLE: Special Event Volunteer
REPORTS TO: Event Specific Coordinator/Committee
DIRECT REPORTS: N/A

POSITION SUMMARY: Responsible for assisting with Town of Drumheller Special Event programming and implementation. Special events include: July 1st Celebrations, Easter Activities, Halloween Activities, Christmas Activities, Family Day Activities, grant specific events, etc.

SPECIFIC ACCOUNTABILITIES

1. Assist with supervision of event specific activities.
2. Assist with the organization and implementation special event specific activities.
3. Ensure open communication with participants, stakeholders, community members and supervisor.
4. Be able to work flexible hours.
5. Familiar with and adheres to the Town of Drumheller's safety policy and relevant Occupational Health and Safety legislation.
6. Performs other related duties as required by supervisor.

EDUCATION AND EXPERIENCE

Current High School Student or Community Member.

Interest in working directly with Town of Drumheller staff to benefit the community and:

- Performs all duties with a minimum of supervision and works effectively with variable work loads and produces timely and accurate documentation.
- Strong verbal & written communication skills.
- Strong interpersonal skills including superior tact, judgment, problem-solving skills and the ability to work cooperatively with others.
- Valid First Aid and CPR Certificates. – or willing to obtain.

- Willing to obtain additional training as required or requested.
- Must Submit to a Criminal Records Check.
- May be required to submit to a Child Intervention Check

OTHER INFORMATION

Events vary throughout the year. It is the responsibility of the Volunteer to ensure timely communication with the event specific coordinator to ensure tasks and responsibilities are clarified.

Volunteer Recognition events will take place throughout the year.

TITLE: Seniors Program Volunteer

REPORTS TO: Seniors Program Coordinator
FCSS Coordinator

DIRECT REPORTS: N/A

POSITION SUMMARY: Responsible for providing referrals for seniors concerns, assistance with government forms, advocacy, assistance for newly bereaved, and assistance with community presentations on seniors issues.

SPECIFIC ACCOUNTABILITIES

1. Provide seniors, pre-seniors and adult children of seniors with information and referral services on a wide variety of government programs and agency services.
2. Assist with senior's government forms and information letters and provide copies.
3. Assists with presentations on senior's issues as required, arrange for speakers and materials.
4. Assist newly bereaved with forms and information.
5. Assist disabled clients with CPP Disability forms.
6. Research, develop and suggest new senior programs.
7. Coordinates and plans the annual Seniors' Week activities with the Coordinator.
8. Familiar with and adheres to the Town of Drumheller's safety policy and relevant Occupational Health and Safety legislation.
9. Performs other related duties as required by supervisor.

EDUCATION AND EXPERIENCE

Minimum Grade 12 or equivalent. Interest and experience with working with Seniors.

- Performs all duties with a minimum of supervision and works effectively with variable work loads and produces timely and accurate documentation.
- Strong verbal & written communication skills.

- Hands-on application and use of computer systems and applications.
- Strong interpersonal skills including superior tact, judgment, problem-solving skills and the ability to work cooperatively with others.
- Valid Class 5 Driver's License.
- Valid First Aid with CPR – or willing to obtain
- Must Submit to a Criminal Records Check.

OTHER INFORMATION

Program hours vary. It is the responsibility of the volunteer to arrange times and dates with the Seniors Coordinator.

Volunteer Recognition events will take place throughout the year.



DRUMHELLER

COMMUNITY SERVICES



Volunteer Application

Contact Information

Name	
Street Address	
City, Province, Postal Code	
Home Phone	
Work Phone	
Additional Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings
 Event Specific Times

Interests

Tell us in which areas you are interested in volunteering

- After School Care
 Special Events
 Seniors Services
 Summer Fun Program
 Other – please specify

Education

	Name and Location	Dates Attended/Degree Earned
High School		
College/University		
Graduate School		
Other		

Employment

Occupation		
Current Employer		How Long?
Reg Work Hours?		

May we contact you at work? YES NO (circle one)

Volunteer History (please list last two recent Volunteer Positions)

Organization and Assignment	Dates of Involvement
1.	
2.	

References

Please list adults not related to you (with the exception of #4). Whom you have known for at least ONE year that can comment on your character and/or experience with children.

Name and Address	Phone #	Fax #	Email
1. (Business/Employer Reference)			
2. (Character/experience with children reference)			
3. (Character Reference)			
4. (Spouse/significant other reference)			

Other Information (please add any information you are wanting to share)

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Person to Notify in Case of Emergency

Name	
Street Address	
City, Province, Postal Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with the
Town of Drumheller.



DRUMHELLER

COMMUNITY SERVICES



Volunteer Contract

The Town of Drumheller is dedicated to providing quality community events and programming to residents. It is expected that Volunteers will conduct themselves in a manner which enhances services provided and overall image of the Town.

As a representative of the Town of Drumheller, I understand that I am expected to arrive on time to all volunteer experiences, remain at my volunteer experience until my shift is complete, and/or my supervisor has given me permission to leave. If I am going to be absent or tardy I will call the supervisor and the correct department at least 1 hour prior to the event. I am also expected to complete the volunteer training required for each experience. I will be courteous and respectful to my supervisors, fellow volunteers, employees, the public and conduct myself in a professional manner at all times, in accordance with the Town of Drumheller's Policies and Procedures. I understand that I am expected to be in accordance with the Town of Drumheller's Volunteer Policy and Procedures at all times, and maintain safety requirements at all times.

In addition, I acknowledge that I have voluntarily applied to participate as a Volunteer for the Town of Drumheller. I understand that I will not be compensated for any service rendered, that I will be covered under the Town of Drumheller's liability insurance if I am not representing a group or organization with current insurance coverage, and that I will be eligible for any Worker's Compensation benefits. I also understand that my failure to comply with the standards set herein will result in my dismissal from volunteer services.

I have carefully read this agreement and fully understand its contents. In signing this I agree to abide by the standards set forth by the Town of Drumheller.

Volunteer Name (Please Print)

Volunteer Signature

Date

Signature of Parent or Legal Guardian (if under 18)

Date

Staff Name and Position (Please Print)

Staff Signature

Date