



Environmental Land Management Division

VOLUNTEER APPLICATION / Agreement

Applicant (Last Name, First Name, Middle Initial) Phone

Address (Include Apartment Number)

City State Zip Code

E-mail

Drivers License Number

In Case of Emergency, Please Contact:

Name: _____ Relation: _____ Phone: _____

Address: _____

References (Optional):

1 – Name: _____ Phone: _____

Have you ever been charged with or convicted of a first degree misdemeanor or felony in any state or country? ☐ NO ☐ YES
Have you ever been charged with or convicted of child abuse, molestation, or a sex offense? ☐ NO ☐ YES
If your answer is "YES" to either question, please list the dates and jurisdictions of prior arrests or convictions:

Terms and Conditions:

Volunteers are covered by state liability protection (Chapter 768.28 FS) and by workers compensation (Chapter 440 FS). No other benefits or collective bargaining agreements shall apply. Volunteers shall comply with all applicable County Department and Division rules. Volunteers are not considered employees of the County and service as a volunteer is at will. The undersigned may be discharged as a volunteer without cause by Department or Division staff. This agreement may be cancelled at any time following notice by either party. By signing this application, I hereby acknowledge that and agree to the terms and conditions cited herein and authorize the Division of Land Acquisition and Management to verify the above information and conduct a criminal history background check on me at any time during my service as a volunteer. I have read and been given a copy of the Volusia County Land Acquisition and Management Volunteer Code of Conduct. All statements contained herein are true and correct.

Signature of Applicant

Acceptance for ELM

Date

Available all year: ☐ Yes ☐ No

Seasonal: ☐ Yes ☐ No

Student: ☐ Yes ☐ No

Do you have any allergies, health problems or limitations that we should know about? ☐ Yes ☐ No

If yes please list: _____

EXPERIENCE & INTERESTS

Tell us about yourself. Please describe your background (educational and professional, including any special hobbies, interests, or skills) that may apply to your volunteer service with the County of Volusia:

Check any or all that apply:

Education

Current Occupation

Experience

Certifications, qualifications, skills:

Hobbies and interest:

Skills & Interests

Graphic & Visual Arts

Desktop Publishing	<input type="checkbox"/>	<input type="checkbox"/>
Design / Illustration	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>
Writing / Editing	<input type="checkbox"/>	<input type="checkbox"/>

Operations & Resources

Botany	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Education	<input type="checkbox"/>	<input type="checkbox"/>
Fish / Wildlife Monitoring/ Survey, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Interpretive Guide/ Education	<input type="checkbox"/>	<input type="checkbox"/>
Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
Special Events / Projects	<input type="checkbox"/>	<input type="checkbox"/>

Trades

Carpentry	<input type="checkbox"/>	<input type="checkbox"/>
Construction – Structural/ Trails	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>
Trail Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Painting	<input type="checkbox"/>	<input type="checkbox"/>

Other (Specify)

Your goals of volunteer service:

*Thank you for your interest in
Volusia County Conservation Lands.*
**Please return completed
Volunteer Application/Agreement and
signed Release Form to:**

**Volunteer Coordinator
Volusia County
Environmental Land Management
1078 Ridgewood Avenue
DeLand, Florida 32720**

**Fax# 386-736-5064
For more info: (386) 736-5276**

VOLUSIA COUNTY DIVISION OF ENVIRONMENTAL LAND MANAGEMENT

PARTICIPANT RELEASE OF LIABILITY - READ BEFORE SIGNING

In consideration of being allowed to attend and participate in any way in the County of Volusia's sponsored activities and related programs and events, I agree that:

1. The risk of injury from attendance at the participation in sponsored activities is significant, include for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury to me does exist; and,
2. **I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES** or others, and assume fully responsibility for my attendance or my child's attendance and participation; and,
3. I agree to comply with the stated and customary terms and conditions for attendance and participation. If I observe any unusual significant concern in my attendance or my child's attendance or readiness for participation and/or in the sponsored activity itself, I will remove my self or my child from the sponsored activity and bring my concern to the attention of the nearest division employee immediately; and
4. I, for myself, my child and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE THE COUNTY OF VOLUSIA, other participants, sponsoring agencies**, sponsors, advertisers and owners and lessors of the premises used to conduct the sponsored activities, their officials, officers, employees and/or agents ("Releases"), **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH** or loss or damage to person or property incident to my or my child's attendance at or participation in sponsored activities, **WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.
5. I, for myself my child and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY INDEMNIFY AND HOLD HARMLESS** all the above Releases from any and all liabilities incident to my or my child's involvement or participation in sponsored activities, **EVEN IF ARISING FROM THEIR NEGLIGENCE**, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Date: _____
PARTICIPANT SIGNATURE (PRINT NAME)

Date: _____
PARENT/GUARDIAN SIGNATURE (PRINT NAME)

PHOTO RELEASE (Optional)

By signing this form, I give the County of Volusia permission to publish or use photographic portraits or pictures of me or my child, along with me or my child's name, for art, advertising, trade, public information or any other lawful purpose.

I wave inspecting and /or approving the finished product or the copy that is used in connection with the publication.

I release the County of Volusia from any liability from the use of my photograph or reproduction thereof.

NOTE: For minors, a signature is required by BOTH the minor and parent/legal guardian.

PARTICIPANT SIGNATURE

PARENT/GUARDIAN SIGNATURE

Volusia County Environmental Land Management Volunteer Code of Conduct

WORK FORCE DIVERSITY

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity is recognizing and respecting the multitude of differences which employees and volunteers bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. The County supports diversity by striving to maintain an environment in which the entire workforce values differences and take steps to ensure that everyone knows they are welcome.

USE OF COUNTY INFORMATION SYSTEMS

Volusia County is making every effort to provide its employees and volunteers with the best technology available to conduct the County's official business. The County's policy regarding the use of the Internet and e-mail is, among other things, intended to guide the performance of the duties of County employees. It is also intended to place employees on notice that they should not expect the Internet and e-mail in their possession or use to be either private or confidential. **THERE IS NO EXPECTATION OF PERSONAL PRIVACY IN THE USE OF THE COUNTY INTERNET AND E-MAIL.**

Incidental and occasional personal use may be permitted with the consent of the Department Director, Division Director, or other general manager. **UNDER NO CIRCUMSTANCES SHALL OBSCENE AND/OR SEXUALLY EXPLICIT MATERIAL AND/OR COMMENTS BE VIEWED AND/OR TRANSMITTED ON THE COUNTY'S INTERNET AND E-MAIL SYSTEMS.**

The Florida Public Records Law (Chapter 119) requires the County to make all public records available for inspection and to provide copies upon request. A public record is any writing, which includes electronic documents, relating to the conduct of the public's business prepared, owned, used, or retained by the County. The Public Records Law includes a number of exceptions from the disclosure requirement. An employee should contact his or her Department, Division, or Activity Director or the Legal Department for advice as to whether the information is a public record.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination on the basis of political or religious opinions or affiliations or because of race, national origin, age, ethnicity, disability or other non-merit factors is prohibited. A volunteer who feels he/she has been discriminated against should bring it to the attention of the Division Director.

DRUG-FREE WORK PLACE

To ensure a drug-free workplace, you are prohibited from possessing, distributing, or using controlled substances and alcohol in the workplace while performing work for the County or while in or on County property. Further, if there is reasonable suspicion that you had or have impaired performance due to any controlled substance or alcohol you may be summarily dismissed.

Failure to submit to a drug/alcohol test may result in your termination.

Any volunteer arrested and/or convicted of a crime involving controlled substances must inform the Division Director immediately.

WORKPLACE SAFETY

It is the policy of Volusia County Government to provide and maintain safe and healthful working conditions and to follow operating practices that will safeguard employees, volunteers and citizens.

The County is continuously exerting every effort to make its equipment and working areas as safe as possible. By the same token, employees and volunteers of Volusia County Government are expected to place safe work practices and identification of unsafe conditions as the highest priorities while performing daily tasks.

Report all accidents, injuries, equipment damage and safety hazards to your supervisor no matter how minor they may seem.

WORKPLACE VIOLENCE

Workplace violence has emerged as an important safety and health issue in today's society. The County of Volusia will not condone or tolerate violence or threats of violence in any County workplace.

REPORTING POTENTIAL WORKPLACE VIOLENCE

All Employees and Volunteers should be alert at all times to situations, comments and/or behavior of anyone in the workplace that might indicate the potential for violence.

All incidents of workplace violence should be reported to the Division Director immediately.

CODE OF CONDUCT

This Code of Conduct shall apply to County employees and volunteers. No County of Volusia employee or volunteers shall disclose confidential information gained by reason of their official position, nor shall they otherwise use such information for their personal gain or for the benefit of others. Nor shall any employee or volunteer have or hold any employment or contractual relationship that will create a conflict between his/her private interests and the performance of his/her public duties or that would impede the full and faithful discharge of his/her public duties.

GIFTS AND GRATUITIES

As a County employee or volunteer, you may not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom you have official relationships or business concerning County government. It is particularly important that you guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

These limitations are not intended to prohibit your acceptance of articles of negligible value which are distributed generally, or to prohibit you from obtaining loans from regular lending institutions.

PERSONAL USE OF COUNTY PROPERTY PROHIBITED

Employees and volunteers are expected to handle County equipment and supplies with reasonable care and to observe proper safety precautions. Personal use of County vehicles, computers, telephone, cell phones, tools, stationary, postage, equipment and the SUNCOM system for personal telephone calls is not permitted and may result in discharge and/or prosecution.

SMOKE FREE WORKPLACE

Volusia County Government is a smoke free workplace.

Smoking in any public building/facility, county vehicles or in any non-designated areas is strictly prohibited.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

The County of Volusia does not and will not tolerate illegal discrimination or harassment of employees or volunteers. The term "harassment" includes, but is not limited to slurs, jokes, cartoons, and offensive verbal, graphic, and physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability. "Harassment" also includes unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome or offensive touching, and other unwelcome verbal, graphic, or physical conduct of a sexual nature. Furthermore, no employee or volunteer shall be discriminated against based upon race, age, national origin, gender or disability.

If you feel that you or someone else is being harassed by an employee, volunteer or by a member of the public, you should notify your supervisor or manager immediately.

Supervisors and managers are instructed to take immediate action to ensure that employees and volunteers are not subjected to any form of sexual or other forms of unlawful harassment or intimidation and to give proper and serious attention to any complaint. Please do not assume that the County, or your manager, is aware of your problem. You must bring your complaints to our attention so that they can be resolved as soon as possible.