



Dear Prospective Volunteer:

Thank you for your interest in serving the citizen's of Tooele City. It is because of the generosity of individuals like yourself that Tooele City is a great place to live, work, and play. Volunteers also make it possible to provide enhancements to the current services offered within our community.

In order to be considered for service, we are required by law to obtain formal authorization from the Mayor and director of human resources. Please complete the attached application for volunteer services. This application is available in electronic format.

It is our desire to provide you with a safe environment and a positive experience. However, if you are approved as an official volunteer and are injured while performing the approved scope of services, you will be covered under Tooele City's worker's compensation coverage for medical expenses. Therefore, please remember to immediately report any injury to your designated volunteer coordinator who in turn will help you file the necessary reports.

Please review the City's volunteer guidelines and requirements. If you have any questions do not hesitate to contact us.

Sincerely,

Tooele City Management

VOLUNTEER GOVERNMENT WORKERS GUIDELINES

Utah State Law, Section 67-20 provides strict regulations regarding the authorized use of volunteer workers for cities. A volunteer means any person who donates service without pay or other compensation except expenses actually and reasonably incurred as approved.

Eligible volunteers are not considered City employees. They may however be considered Statutory Employees as permitted by law for purposes of:

1. Receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under title 34A, Chapter 2, Worker's Compensation Act, and Chapter 3, Utah Occupational Disease Act; and
2. Liability protection and indemnification normally afforded paid government employees.

The following guidelines are used for volunteer services and must be completed prior to being authorized for volunteer work:

Age of Volunteer	Type of Work Permitted	Requirements
Periodic group volunteers for special, one-time events, incidental volunteer services, or periodic events and programs.		
No age limitations, however, to be a designated group coordinator must be at least 18 years old.	This classification covers volunteers at events such as 4 th of July activities, parades, boy scout service projects, readers at the library, ushers at youth programs, or other incidental group service projects. May not drive city vehicles or equipment, use City tools or equipment, or perform safety sensitive work.	<ul style="list-style-type: none"> • Volunteer Application and Agreement signed by the one designated coordinator for the group; or, Volunteer Application and Agreement for individual volunteers. • For groups, also include a list of anticipated volunteers or a description of group (i.e. Boy Scout Troop ### or Kiwanis Club). All applicable names should be submitted in order to be covered by insurance.
Volunteer Boards, Commissions, etc. Appointed by Resolution of Tooele City		
Age and qualifications per ordinance or resolution	Volunteers that are appointed by elected officials to serve on official Boards, Commissions, or committees. This includes, but is not limited to: Planning Commission, Library Board, Arts Council, and Board of Adjustments.	<ul style="list-style-type: none"> • Resolution approved by Tooele City to certify appointment.
Regular Volunteer Services (such as daily, weekly or monthly)		
18 or Over	Any non-safety sensitive duties such as cleaning, operation of basic hand held equipment, performing office work, manual labor, or other similar assignments.	<ul style="list-style-type: none"> • Volunteer Application and Agreement • Volunteer Services Plan and Authorization (Page 3) • Performed during normal business hours. Trained by responsible supervisor on safety, security, or other essential elements of the job.

18 or Over	<p>Operation of motor vehicles or equipment, whether owned by the city or owned by the person if used for city business.</p> <p>Safety sensitive duties such as volunteer firefighters or volunteer patrol work for the police department.</p>	<ul style="list-style-type: none"> • Volunteer Application and Agreement • Volunteer Services Plan and Authorization (Page 3) • A copy of the proper licenses • A current copy of his/her motor vehicle record for review and approval. • Proof of auto insurance if using personal car • Trained by responsible supervisor on safety, security, or other essential elements of the job.
18 or Over	<p>Any work directly with children or in a capacity where they would have one-on-one contact</p> <p style="text-align: center;">OR</p> <p>work with access to sensitive materials such as police reports, evidence, access to personal properties, access to personally identifiable information not otherwise accessible to the public such as addresses, ss#, license numbers, etc.</p>	<ul style="list-style-type: none"> • Volunteer Application and Agreement • Volunteer Services Plan and Authorization (Page 3) • A current copy of the volunteer's BCI Criminal History Report.
At least 16 but under 18	Any non-safety sensitive duties such as cleaning, operation of basic hand held equipment, performing office work, manual labor, or other similar assignments.	<ul style="list-style-type: none"> • Volunteer Application and Agreement • Volunteer Services Plan and Authorization (Page 3) • Parents authorization letter • Trained by responsible supervisor on safety, security, or other essential elements of the job.
Under 18	Operation of motor vehicles or equipment, whether owned by the city or owned by the person if used for city business	Not permitted to perform this type of volunteer service
At least 16 but under 18	Any work around children	<ul style="list-style-type: none"> • Volunteer Application and Agreement • Volunteer Services Plan and Authorization (Page 3) • Trained by responsible supervisor on safety, security, or other essential elements of the job.
Under 18	Work with access to sensitive materials such as police reports, evidence, etc.	Not permitted to perform this type of volunteer service unless confined to only administrative duties



VOLUNTEER GOVERNMENT WORKERS APPLICATION

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Director of Human Resources or Mayor.

TOOELE CITY CORPORATION • 90 NORTH MAIN • TOOELE, UT 84074 • PHONE 435-843-2100

Department Description of Proposed Services	Type of Volunteer Services Desired <input type="checkbox"/> Monthly Hrs. Per month _____ <input type="checkbox"/> Weekly Hrs. Per week _____ <input type="checkbox"/> Special project/one-time event <input type="checkbox"/> Other _____		
Name (Last, First, Middle)		E-mail	
Address (Street)		City	State
Telephone Number		Zip	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Mobile /Pager/Other Phone Number	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Work Phone Number	
Certain Volunteer Services Are Restricted Based on Your Age. Please Check The Box That Matches Your Age: <input type="checkbox"/> Under 16* <input type="checkbox"/> 16 – 18 Years Old* <input type="checkbox"/> 18 – 21 Years Old <input type="checkbox"/> Over Age 21 *Volunteer Below Age 18: Must have this application signed by a parent or guardian authorizing the minor to volunteer; may not drive City vehicles or operate heavy equipment; must be at least 16 years old to use hand held power tools and must be under the direct supervision of a City employee; and are not allowed to volunteer in positions with access to money, sensitive materials, or chemicals beyond standard over-the-counter household cleaning supplies.			
Please give Tooele City a description of your qualifications or experience pertaining to the proposed volunteer services. If not applicable, please give a statement regarding your interest. (If more space is required, use a separate sheet)			
Driving Information Will you be driving a City vehicle or your personal vehicle for your volunteer services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you possess a current Utah Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Type, number, and expiration date: _____ If driving is required for your volunteer services, you must furnish Tooele City with a copy of your DMV driving record or authorize Tooele City to obtain a copy for review prior to beginning your service or as soon thereafter as reasonably possible. Your may also be required to provide a copy of your driver's license and proof of insurance if using your personal vehicle.			

Name: _____

Criminal Information (*Criminal convictions will not necessarily disqualify an individual from performing volunteer services.*)

Have you been convicted of a felony or misdemeanor (other than minor traffic offenses) in the last 7 years?

Yes No If yes, explain:

Have you been convicted of any crime (other than minor, misdemeanor traffic offenses) in the past 10 years?

Yes No If yes, provide offense, date, city, and state:

Are you currently on parole, probation, diversion or deferred adjudication for any criminal offense in the past 10 years?

Yes No If yes, provide offense, date, city, state:

Have you engaged in the illegal use, possession, sale or transfer of narcotics or illicit drugs during the past 5 years, including receiving a positive drug test or positive workplace related alcohol test?

Yes No If yes, explain:

If in the future you are convicted of any criminal offense outlined above, will you report it immediately to Tooele City and surrender any City-related identification within 24 hours? Yes No

Other Required Information

Certain volunteer assignments may require that you provide Tooele City with a copy of your Criminal History Record or Department of Motor Vehicle Driving Record. Criminal records do not automatically disqualify you from performing volunteer services.

Certification and Disclosure

- I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that misrepresentation, falsification, or omission of information may be sufficient cause for the rejection of this application and/or dismissal from the volunteer position.
- I give Tooele City Corporation the right to verify any and all information on this application for accuracy. I grant permission to Tooele City Corporation to conduct a background investigation as deemed necessary for the volunteer services I will be performing. I further release all references, previous employers, and schools from damages resulting from furnishing such information.
- I understand and agree that Tooele City Corporation reserves the right to modify guidelines and policies as necessary as it relates to volunteer positions and requirements as they find necessary.

Signature and Authorization

Applicant's Signature: _____ Date: _____

If under age 18, Signature of Parent Or Guardian
Authorizing Minor Child to Volunteer: _____ Date: _____



Volunteer Services Plan and Authorization
*(To be completed by City employee who will be responsible for
volunteer(s))*

Name(s) of Applicant(s):	Dates of Service:
Location of Service:	
Please describe the scope of service to be provided by the volunteer(s):	
Authorized Volunteer name, address, age as of the date service will be performed, and phone number. For group volunteer projects, multiple volunteers can be listed here.	
For worker's compensation purposes, please provide an estimated hourly rate of pay that would be paid for similar services: \$	
For worker's compensation purposes, please provide an estimate of the weekly number of hours that each volunteer will donate. If multiple volunteers, use an average number:	
Name and title of Tooele City employee who will be responsible for volunteer(s):	
APPROVAL	
Department Head's Signature or Responsible City Official:	
Signature of Mayor or Authorized Representative:	
Signature of Human Resource Representative:	