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# Volunteer Manual

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September 2017

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# Plainfield Park District Volunteer Manual

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# Plainfield Park District Volunteer Manual

## WELCOME

Thank you for your interest in volunteering with the Plainfield Park District!

Volunteers are vital to the success of many of our programs and events at the District. Without your help, we could not meet the needs of our community. Some individuals are able to give many hours each year and others may join us for a few hours to help with a specific need. Regardless, each contribution of time is important and appreciated.

In addition to making a difference in your community, we hope that you enjoy your volunteer experience. To that end, we want to give you the tools and information you may need as a District volunteer. This handbook gives you information about the District and volunteer program, as well as important contact information.

## Plainfield Park District Facilities

Recreation/Administration Center  
23729 West Ottawa Street Phone: 815-436-8813

Ottawa Street Pool  
23820 West Ottawa Street Phone: 815-436-3314

Prairie Activity Recreation Center  
24550 West Renwick Road Phone: 815-436-8812

Streams Recreation Center  
24319 Cedar Creek Lane Phone: 815-439-4557

Normantown Equestrian Center  
12151 South Normantown Road Phone: 815-254-1950

Plainfield Township Community Center  
15014 South DesPlaines Street Phone: 815-267-3350

## OUR MISSION

The Plainfield Park District seeks to enhance lives through quality recreation opportunities.

## OUR VISION

We aspire to be innovative in administration, recreation and preservation.

## OUR VALUES

Our Values center on:

## **Community**

- A commitment to working together in partnerships for betterment of the community
- Development of an understanding of the recreational needs of the community
- Effective communication across useful avenues to reach the community

## **Fiscal Responsibility**

- Wise spending practices
- Strategic budgeting process
- An understanding of local economy

## **Stewardship of Natural Resources**

- The preservation of open space
- The development of parks in a respectful manner
- A commitment to green and sustainable approaches

## **Health & Wellness**

- Promotion of a lifestyle of fitness for different segments of the community
- Provide programs that fulfill the needs and desires of a healthy community
- Ensure recreational opportunities for healthy living with wellness partnerships

## **CONTACT INFORMATION**

Plainfield Park District 815-436-8812  
Emergency 911

### **Other Public Safety Contacts**

Plainfield Police (non-emergency) 815-436-6544  
Plainfield Fire Department (non-emergency) 815-436-7096

### **Plainfield Park District Staff Contacts**

Volunteer Coordinator – Special Events & General Questions  
Recreation Manager, Misty Bartlett 815-436-8812 X18

Youth Sports  
Recreation Supervisor, Beth Brannen 815-436-8812 X2717

Active Adults  
Recreation Manager, Kathy Whalen 815-267-3350

Equestrian Services  
Recreation Manager, Amanda Bergman 815-254-1950

Early Childhood and Camps  
Recreation Manager, Leslie Anderson 815-254-2992

Director of Recreation  
Cheryl Crisman 815-436-8812 X19

Director of Parks  
Jennifer Rooks-Lopez 815-254-6180

Executive Director-Risk Manager  
Carlo Capalbo

815-436-8812 X15

Human Resources Manager  
Jill Boreham

815-436-8812 X24

### **Chain of Command**

All volunteers should contact their assigned supervisor if any issues or concerns arise. If the supervisor is unavailable contact Misty Bartlett, Recreation Manager and Volunteer Coordinator. In her absence contact Director of Recreation, Cheryl Crisman.

## **IMPORTANT INFORMATION**

### **Volunteer Purpose**

Volunteers are vital to the success of many of our programs and events at the district. Your volunteering helps our entire community. Some of you are able to give many hours each year and others join us for a few hours; regardless, each contribution of time is important and appreciated.

We hope that you enjoy your volunteer experience.

### **How to Volunteer**

The first step for anyone interested in volunteering is the district's Volunteer Application form. All volunteers must fill out an application form, which includes a waiver and release. All on-going volunteers and volunteers who may be unsupervised with participants are subject to a background check. Park District staff will follow up with all interested volunteers. Depending on your area of interest, additional information may be requested.

Once appropriate paperwork has been completed on-going and seasonal volunteer opportunities will be sent out via email.

Groups interested in volunteering should contact the Volunteer Coordinator directly and the group leader should complete the application on behalf of the group.

### **Proper Dress and Appearance**

There are many different volunteering opportunities through the district. Some opportunities may require volunteers to wear a district issued shirt or uniform and other opportunities may require volunteers to wear clothing that protects from certain elements and environments. We ask that while you volunteer, you follow the guidelines given for each volunteering opportunity.

### **Attendance, Punctuality, and Dependability**

The district is grateful for your time and commitment. Staff rely on volunteers to help run successful programs. Although we understand you are freely giving of your time, it is important that we maintain schedules and timelines to run smooth and successful events and programs for the community. We ask

that you please arrive on time for your volunteer duties. In the event you are going to be late or absent, please call the appropriate supervisor.

### **Abused and Neglected Child Reporting Act**

The district is committed to compliance with the Abused and Neglected Child Reporting Act (325 ILCS 5/4). Pursuant to this Act, mandated reporters are required to report or cause a report to be made to the child abuse hotline number, (1-800-25A-BUSE) whenever they have reasonable cause to believe that a child may be neglected or abused.

As a volunteer, you are not considered a mandated reporter, but you are a representative of the district and may be faced with a situation in which a child feels comfortable confiding in you. If during your volunteer experience with the park district you feel that a child is being abused or neglected, inform the supervising district employee immediately. Although you are not required to, you may contact the Child Abuse Hotline to make a report.

### **Non-Discrimination and Anti-Harassment**

The district is committed to providing an environment in which all individuals are treated with respect and dignity.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the district, as well as anyone using the district's facilities, to refrain from sexual and other harassment. Harassment and discrimination are not tolerated and should be reported to the Volunteer Coordinator or any district manager immediately.

### **Drug & Alcohol Free**

The use, sale, purchase, manufacture, distribution, dispensation, presence in one's system or possession of drugs or alcohol by any volunteer while on district premises, or acting on behalf of the district, is strictly prohibited. The district retains the right to excuse any volunteer from their service if there is suspicion and/or proof of a violation to this policy.

### **Tobacco Use**

The district complies with the Smoke Free Illinois Act. The use of tobacco products including but not limited to cigarettes, cigars, pipes, and smokeless tobacco is prohibited inside of and within 15 feet of any of the district's facilities.

Tobacco use is also prohibited while interacting directly with the public. Appropriate signage is posted at the entrances to all buildings advising that the district maintains a tobacco-free and smoke-free environment.

### **Weapon Policy**

Volunteers are strictly prohibited from possessing or keeping any weapon at district events or on district property including parking lot. Weapons include visible and concealed weapons, including those the owner has necessary permits.

## **Volunteer Records**

The district requires all volunteers to complete either a Plainfield Park District Volunteer Application available on-line or in hard copy. On-going volunteers over the age of 18 that are in contact with program participants are required to complete a criminal background check. Youth sports volunteers are required to complete a criminal background check.

The district will keep necessary information on file for recognition, recruiting, safety, and accounting purposes. Some examples of forms that will be maintained include:

- Volunteer application
- Volunteer agreement
- Criminal Background Check
- Volunteer hours log
- Training roster (if applicable)
- Letter documenting volunteer service
- Volunteer Handbook Acknowledgement
- Other paperwork that may be required by the volunteer's position

## **Volunteer Behavior**

All volunteers are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs and projects safe and enjoyable for all. Additional rules may be developed for specific programs or projects as deemed necessary by staff.

The district insists that all volunteers comply with the basic Code of Conduct. All volunteers and participants shall:

1. Show respect to all participants and staff.
2. Take direction from staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, or others.
5. Show respect for equipment, supplies and facilities.
6. Not possess any weapons.

Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff. Failure to comply with this Code of Conduct may result in removal from a program or event.

## **SAFETY & RISK MANAGEMENT PROCEDURES**

### **Training**

All volunteers will receive appropriate instruction from their assigned supervisors prior to performing their volunteer tasks. Any questions should be directed to the assigned supervisor or the volunteer coordinator.

### **General Safety Rules**

It is the district's intent to provide a safe environment for volunteers and the public. While serving the District, volunteers are expected to perform their assignments in a safe manner.

Safety is very important, and it is every volunteer's responsibility to act in a safe manner and take actions to keep themselves, fellow volunteers, and the public free from harm. Carelessness, inattention, neglect and disregard for safety can result in accidents and injuries. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures.

In the event you identify a safety hazard or unsafe environment, report it to the supervising District employee immediately upon your discovery of such condition.

### **Lifting/Carrying**

Volunteers who must lift and/or carry heavy objects should seek assistance with any objects that the volunteer is unable to lift and/or carry. Lifting should be done using the volunteer's knees and not the back. Keep the back straight, head up, and keep the object close to the body. Refrain from twisting and contorting the body.

### **Accident/Incident Reporting**

Notify the employee who is working on site or in charge of the project/event of any accident, injury, or damage caused or identified during the course of volunteering.

### **Statements of Admission**

If involved in or witness to an accident or injury, do not admit to liability or make a statement of admission on behalf of the district. Please direct any inquiries and concerns to the Risk Manager.

### **Crisis Management**

There is the potential for an unfortunate event to occur on district property or involve district activities that may draw attention and media interest. In order to provide an accurate and consistent message to the public of the events that took place, the Executive Director, or designee, will serve as our designated spokesperson and will provide information to the media. If approached by the media with an inquiry regarding an event, please direct them to the Executive Director to acquire any information.

### **Right-to-Know**

The district has developed a comprehensive Hazard Communication program to ensure that information on the hazards of chemicals used in our operations is communicated to appropriate individuals. Although volunteers are not expected to be exposed to such products or environments often, there may be times when this program would apply. In that event, the on-site Park District employee will have access to a copy of the Safety Data Sheet for all chemicals in use.

### **Reporting Hazardous Conditions**

If a hazard or safety concern is identified, caution others by making the hazard known and notify a district employee immediately.

## **Fire**

If smoke or fire is detected within a facility, follow posted evacuation routes and exit the building immediately. Remain at the assembly point until released by emergency crews.

## **Severe Weather**

There are volunteering opportunities in a variety of environments. Many volunteering opportunities are outdoors, which may at times present an uncomfortable or even hazardous environment. All volunteers are expected to work within their limitations and to place their personal health and safety first. The following procedures can be used as a guide to better protect from severe weather.

### **Hot Environments**

- Know signs & symptoms of heat-related illnesses.
- Monitor yourself.
- Block out direct sun or other heat sources.
- Drink plenty of water.
- Avoid beverages which contribute to dehydration such as coffee and tea.
- Take frequent breaks.
- Wear lightweight, loose-fitting, light-colored clothing. Remove saturated clothing.
- Get plenty of rest.

### **Cold Environments**

- Know the signs & Symptoms of cold-induced illnesses.
- Keep clothing clean.
- Avoid overheating.
- Wear clothes loose and in layers.
- Keep clothes dry. Remove saturated clothing.

### **Tornado**

Tornadoes are a local storm of short duration formed by high speed rotating winds. If severe weather is imminent, listen to local weather forecasts for frequent updates. In the event of a tornado warning, seek shelter immediately. If inside of a building, go to the center of an interior room on the lowest level possible. If outside with no shelter; lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Stay in the shelter area until the tornado warning is terminated.

### **Lightning**

If lightning is observed, thunder is heard, or a lightning warning system is sounded, all work must be suspended and volunteers should seek appropriate shelter. If possible, seek shelter in a building or fully enclosed vehicle with the windows completely shut. Remain in the shelter area for 30 minutes after the last sign of lightning or sound of thunder.

### **Medical Response**

In an emergency, call 911. Next, as soon as possible, call the appropriate volunteer supervisor.

In the event anyone is injured or is affected by an illness, volunteers are not required to administer first aid and/or CPR. However, if a volunteer chooses to provide first aid, it should be consistent with their comfort level and training.

Always contact 911 immediately in the following situations:

- The injury or illness requires care greater than you are able to provide.
- You feel uncomfortable with the situation. If any doubt exists, it is recommended to err on the side of caution and contact the local paramedics who can use their advanced medical training to determine what treatment is needed.
- A head injury has occurred. Head injuries have the potential to be very serious without visible or easily identifiable symptoms. It is best if a medical professional evaluates an injured person.
- If the injured or ill person is unable to drive themselves and a relative or friend cannot be reached. Under no circumstances should a volunteer transport participants or patrons to a medical facility, to their home, or any other location.

## **Communicable Disease**

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis. The district follows the philosophy of universal precautions, which means all human blood and certain human body fluids are treated as if known to be infectious for bloodborne pathogens. It is critical to use protective barriers to better protect from exposure to bloodborne pathogens.

## **VOLUNTEER RECOGNITION**

The district values each of our volunteers and we want to recognize your efforts. In the spirit of continuous improvement, we are always looking for new and better ways to recognize and reward our volunteers. We welcome your suggestions and feedback.

All volunteers will be recognized within their service areas appropriately through small tokens of appreciation.

Students who need proof of service hours receive a letter documenting their hours upon completion of their volunteer commitment when requested.

All volunteers who serve 10.5 hours or more are invited to a volunteer appreciation event each year to honor their service and provide an experience of fun, food, and socializing.

## **Volunteer Medical Accident Coverage**

If a volunteer is injured while performing volunteer duties, the Plainfield Park District provides up to \$5,000 of supplemental medical insurance coverage for expenses not covered by the volunteer's personal health insurance. This coverage is managed and administered by the Park District Risk Management Agency (PDRMA).

Following an injury, the volunteer should promptly complete an accident report and submit it to the appropriate volunteer supervisor. The report will then be forwarded to Human Resources for processing. Contact the Human Resources department for assistance in filing a claim with PDRMA.

**APPENDIX A**  
**Volunteer Application**

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## Volunteer Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Middle School Student  HS Student  College Student  Adult  Organization \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent / Guardian Information (for applicants under 18 years old)  Emergency Information (for applicants over 18 years old)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\*Please note that volunteers may be required to complete background checks.

Are you 18 years or older? YES NO

Do you have a valid Illinois Driver's License? YES NO

Drives License Number \_\_\_\_\_

Have you ever been convicted of a crime involving the abuse or neglect of a child? YES NO

Have you been convicted of or found to be a child sex offender? YES NO

*If yes, discontinue filling out the application. We cannot accept you as a Plainfield Park District Volunteer.*

Have you ever been convicted of a crime? YES NO If yes, please explain \_\_\_\_\_

Are there any criminal prosecutions currently pending against you? YES NO If yes, please explain \_\_\_\_\_

Are there any medical, physical or other concerns which would limit the type of volunteer work you can perform?

YES NO If yes, please explain \_\_\_\_\_

Do you currently volunteer at another agency? YES NO

If yes, please list the location and your duties \_\_\_\_\_

For more information call (815) 436-8812 or visit [www.plfdparks.org](http://www.plfdparks.org) | twitter | facebook

**Your application will be used for Special Events & Programs**

If you are interested in volunteering with other areas, please mark and complete the questions below:

- ACTIVE ADULT VOLUNTEER
- EARLY CHILDHOOD VOLUNTEER
- DANCE VOLUNTEER
- EQUESTRIAN CENTER VOLUNTEER

All volunteers are required to have experience with horses. Please explain any/all previous experience you have:

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- SPORTS COACH VOLUNTEER

If you are interested in being a volunteer coach, please circle sport, grade(s) and gender(s) you are interested in coaching.

<u>Sport:</u>	T-Ball	Basketball	<u>Gender:</u>	Boys	Girls	Co-ed
<u>Grade:</u>						
Pre-K	1 <sup>st</sup> Grade	3 <sup>rd</sup> Grade		5 <sup>th</sup> Grade	7 <sup>th</sup> Grade	
Kindergarten	2 <sup>nd</sup> Grade	4 <sup>th</sup> Grade		6 <sup>th</sup> Grade	8 <sup>th</sup> Grade	

T-Shirt Size: \_\_\_\_\_

List Assistant Coach: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*Basketball Coaches. Please list your first two choices for practice days, times and locations.**

<u>Day</u>	<u>Time</u>	<u>Location</u>
1 <sup>st</sup> Choice: _____	6:00-7:00pm	1 <sup>st</sup> Choice: _____
2 <sup>nd</sup> Choice: _____	7:00-8:00pm	2 <sup>nd</sup> Choice: _____
	8:00-9:00pm	

For more information call (815) 436-8812 or visit [www.plfdparks.org](http://www.plfdparks.org) | [twitter](#) | [facebook](#)

**PLAINFIELD TOWNSHIP PARK DISTRICT VOLUNTEER STAFF MEMBER TERMS AND CONDITIONS**

Your acceptance of a volunteer assignment must carry with it your understanding that the assignment is offered pending final clearance and may be terminated at any time with or without cause, or change at any time by the Plainfield Township Park District. By accepting a volunteer assignment you also agree to the following terms and conditions.

- A. I understand and agree that the Plainfield Township Park District ("Park District") is relying on my promise to volunteer as scheduled, and accordingly, I must be available for my particular assignment as scheduled. I shall attend any on-the-job training sessions as requested or required by the Park District.
  - B. I understand that as a volunteer staff member, I will receive no compensation for my services. I understand that I may be assigned to work together with paid employees of the Park District.
  - C. While on assignment as a volunteer, I shall not engage in religious or political activities, or any unauthorized commercial activity. I shall abide by all other standards of conduct as outlined in policies established by the Park District.
  - D. I hereby confirm that I do not, shall not, have authority to incur obligations on behalf of, or otherwise bind the Park District.
  - E. I understand that there may be media coverage of certain events at Park District facilities. I agree that I shall not grant radio, television or press interviews, or otherwise initiate or accept media contact relating in any way to the Park District. Should my likeness be photographed, taped, or otherwise recorded by the Park District or the media, I irrevocably consent to the reproduction and use of such photography, tapes or other recordings without compensation to me and hereby assign any rights I may have to the Park District.
  - F. I acknowledge that law enforcement agencies and private investigators may perform background checks on volunteer staff members. I hereby consent to such inquiries and agree to comply with all security and access policies and practices of the Park District.
  - G. I hereby assign to the Park District all right, title, and interest in and to any work product developed or created by me for the Park District in connection with my services as a volunteer staff member. I acknowledge that this assignment further extends to any all profits derived from the sale, use or other application of any such work product or part thereof.
  - H. I agree that I will not hold the Park District, its employees, agents, sponsors, donors, volunteers, or Board of Commissioners responsible for any injuries or losses I might incur while performing volunteer assignments for the Park District. I hereby release and agree to indemnify and hold harmless the Park District, its employees, agents, sponsors, donors, volunteers or Board of Commissioners against any all claims, demands and causes of action for damages brought by me or by any party on my behalf. The release is intended to be binding on my heirs and assigns.
- I agree to notify and update the Park District of any changes to the information provided. I understand that:
- The Park District may conduct a criminal background check to verify the information provided.
  - The decision of the Park District to accept or reject my application is final.
  - The position of volunteers is an "at will" relationship and may be terminated by the Park District at any time.
  - I will receive no compensation for my services from the Park District.
  - This form must be completed in full for my application to be considered.
  - All information provided by me will be kept confidential and will not be disclosed without my approval.

By my signature below, I verify, under penalty of perjury, that I have read and understood the above. Further, I verify that the information I have given is true and complete. I also confirm that I have read and understood all the terms and conditions of this application and agree to be bound by them, and I authorize the Plainfield Township Park District to conduct a criminal background check.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

***If under 18 years old***

Parent / Guardian Print Name \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

For more information call (815) 436-8812 or visit [www.plfdparks.org](http://www.plfdparks.org) | [twitter](#) | [facebook](#)

**APPENDIX B**  
**Background Check Authorization Form**

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**AUTHORIZATION FOR RELEASE OF CRIMINAL  
BACKGROUND INFORMATION**

I, \_\_\_\_\_, born on \_\_\_\_\_, Year \_\_\_\_\_, understand that, as a part of the application process for employment with the Plainfield Township Park District, pursuant to 70ILCS 1205/8-23, that I am required to authorize the Plainfield Township Park District to investigate my criminal background to determine if I have been convicted of any of the criminal offenses listed in the above Act, or have been convicted of a felony within seven (7) years of this application for employment, or have committed or attempted to commit any act in any other jurisdiction that, if committed in the State of Illinois, would be punishable as a felony.

I further understand that the information that the Plainfield Township Park District will be requesting from the Department of State Police of Illinois will be used solely for the consideration and evaluation of my application for employment with the Plainfield Township Park District, and such information will not be disclosed to any person not involved in the evaluation process.

I further understand that, if my criminal background investigation reveals that I have been convicted of any of the enumerated offenses in the above referenced Act, or have committed or attempted to commit an act that would, if committed in this state, would be punishable as one or more of the offences listed in the above Act, I will not be considered for employment with the Plainfield Township Park District.

By affixing my signature to this document, I hereby authorize the Plainfield Township Park District to investigate my criminal background to the extent described herein.

\_\_\_\_\_  
Signature

Dated this \_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

**Please Complete Reverse Side of Form**



## AUTHORIZATION FOR RELEASE OF CRIMINAL BACKGROUND INFORMATION

Submit form to: michels@plfdparks.org  
Recreation Administration Center | 23729 W. Ottawa St., Plainfield IL 60544 | 815-436-8812

I, \_\_\_\_\_, born on \_\_\_\_\_, Year \_\_\_\_\_, understand that, as a part of the application process for employment with the Plainfield Township Park District, pursuant to 70ILCS 1205/8-23, that I am required to authorize the Plainfield Township Park District to investigate my criminal background to determine if I have been convicted of any of the criminal offenses listed in the above Act, or have been convicted of a felony within seven (7) years of this application for employment, or have committed or attempted to commit any act in any other jurisdiction that, if committed in the State of Illinois, would be punishable as a felony.

I further understand that the information that the Plainfield Township Park District will be requesting from the Department of State Police of Illinois will be used solely for the consideration and evaluation of my application for employment with the Plainfield Township Park District, and such information will not be disclosed to any person not involved in the evaluation process.

I further understand that, if my criminal background investigation reveals that I have been convicted of any of the enumerated offenses in the above referenced Act, or have committed or attempted to commit an act that would, if committed in this state, would be punishable as one or more of the offences listed in the above Act, I will not be considered for employment with the Plainfield Township Park District.

By affixing my signature to this document, I hereby authorize the Plainfield Township Park District to investigate my criminal background to the extent described herein.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_ MM/DD/YYYY

If under 18 years old:  
Parent/Guardian Print Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

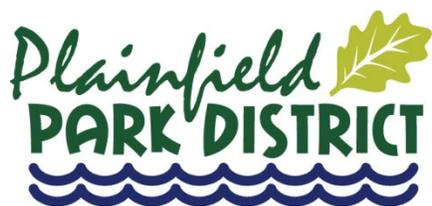
**Please Complete Reverse Side of Form**





**APPENDIX C**  
**Volunteer Manual Acknowledgement**

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## VOLUNTEER MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the Plainfield Township Park District Volunteer Manual. I agree that if there is any information in this manual that I do not understand, I will seek clarification from the Volunteer Coordinator.

I also understand that the information contained in this Manual can be changed or discontinued by the Park District at any time, with or without advance notice.

I understand and will comply with all provision within this Manual and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, ordinance, rule or guideline may subject me to being excused as a volunteer.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please sign and date this acknowledgment and return it to the Volunteer Coordinator.