

Old Orchard Beach Recreation Volunteer Contract

Program: _____ Program Times: _____ Dates: _____

Name: _____ Home Phone: _____ Work Phone: _____

Address: _____

Volunteers play a crucial role in the day to day activities of the Recreation Department and the Old Orchard Beach Community. Our volunteers fill our children and adults with laughter, education and enjoyment.

Because we rely so heavily on volunteers, it is important that you, as a volunteer adhere to the rules and regulations of the department.

PLEASE READ CAREFULLY

The Old Orchard Beach Recreation Department reserves the right at any time to cancel a program and or activity before, during and/or after the completion of the program. All written materials (flyers, posters, brochures, letters, T-shirts) may be distributed only with the approval of the Recreation Department. There will be no reimbursement given for any materials purchased without the Department's prior approval.

Volunteers are responsible to:

- a) know when a program will be starting (times and dates)
- b) have first aid supplies, equipment, class list, and facility secured before the program begins
- c) read participant list to look for medical concerns that participants may have
- d) call all participants and the Recreation Department if a session needs to be cancelled for any reason
- e) to make sure all participants have safely departed the program site before leaving any session. You must stay until all children have been picked up by their parents.
- f) for dry-mopping the floor when finished using the school gym.

The Recreation Director reserves the right to terminate your involvement with any department program at his discretion if written and verbal guidelines are not being followed.

In signing this document, you acknowledge that you have read these conditions and will abide by these rules and regulations.

SIGNATURE _____ DATE _____