



Upland Recreation And Community Services

2020/2021 VOLUNTEEN INFORMATION AND QUESTIONNAIRE FORM

NEW CANDIDATE: Please complete the Volunteer Information and Questionnaire Form, pages 1 & 2. Page 1 **MUST** BE completed by you, the candidate, and submitted to Upland Recreation and Community Services via mail to: Upland Recreation and Community Services, Attn: Janis Rice, 460 N. Euclid Avenue, Upland, CA 91786 or via email to jrice@ci.upland.ca.us no later than Thursday, May 14th. **Late requests may be accepted if space is available.** Upon receipt of this completed questionnaire, candidates will be interviewed by the Recreation Supervisor or Senior Recreation Specialist. Page 2 must be completed and brought with you to your scheduled interview.

A \$25 registration fee is due no later than Monday, June 4th. This payment by VISA, MasterCard, or American Express may be submitted online at www.uplandca.gov/volunteer-services.

Please Note:

- * _____ New candidates must complete entire questionnaire. Parent and training meetings are mandatory.
- * _____ Volunteer must update information and provide signature and date. Training meeting is mandatory. Interviews are not necessary.

Volunteer Information: Please Print CLEARLY

Name: _____ DOB: _____ Age: _____

Address: _____ City: _____ Zip: _____

School: _____ Grade As Of August 2020: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Parent/Guardian Name: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Parent/Guardian Email Address: _____

Emergency Contact Information:

Name: _____ Relation: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

1. Briefly describe why you are interested in becoming a Volunteer. _____

2. What would you like to learn or gain from the experience? _____

3. List some activities you especially enjoy. _____

4. List your volunteer experiences. _____

5. What are your plans after graduation (college, trade school, travel, career)? _____

6. What other information would you like to share about yourself (medical, limitations, special accommodations, etc.)? _____

I agree to participate in the Upland Recreation and Community Services Volunteer Program and to follow the guidelines and regulations.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

For Office Use Only:

Recreation Staff Member Name: _____

Interview Date: _____

PLEASE KEEP THIS PAGE FOR MANDATORY MEETING TIMES, DATES, AND OTHER INFORMATION

MANDATORY Parent/Future Volunteer Meeting

Tuesday, June 2nd, 7:00 p.m. to 8:00 p.m.

Gibson Senior Center, 250 N. Third Avenue, Upland

Parents and future Volunteers MUST attend this meeting in order to be considered for the 2020/2021 Volunteer Program. Candidates must attend this meeting even if you have not been interviewed. If you are not able to attend this meeting, please contact Kathy Cooper at kcooper@ci.upland.ca.us to arrange another meeting or individual presentation.

MANDATORY Volunteer Meeting

Thursday, June 4th, 4:00 p.m. to 5:30 p.m.

Gibson Senior Center, 250 N. Third Avenue, Upland

Volunteers will receive a handbook, which contains important information, responsibilities, dress code, ethics, customer service, emergency procedures, and City policies. These topics will be discussed during the meeting. Volunteers will also receive a list of the available volunteering opportunities such as programs, classes, and special events to review. Instruction on how to choose, and how to complete and turn in your requests to Recreation Staff are found below and on the following page. Volunteers will be assigned to programs of their interest whenever possible. However, Volunteers must be flexible and work where needed. Availability is limited, assigned on a first-completed and turned-in basis, and at the Recreation Staff member's discretion. A requested assignment may be denied due to availability or to give others the opportunity to assist. This may be the case if one Volunteer has requested too many assignments.

Additional Information:

The Volunteer Program is year-round (June 2020 to June 2021). However, the focus will be on the summer quarter (June 1st through August 30th). After summer programming has ended, there will be other opportunities to volunteer and to gain additional hours. Ex: Scary-A-Faire, Turkey Trot, Breakfast With Santa, Spring Fling, and other events.

You are required to volunteer at least 25 hours from June 1, 2020 through May 31, 2021, to receive a Letter of Accomplishment and/or Letter of Recommendation from the Recreation Supervisor. Any hours accumulated after May 31st will be added and the Letter of Accomplishment or Letter of Recommendation may be changed to reflect the additional hours.

Instructions For Selecting Assisting Opportunities:

The "Available Assisting Opportunities" handout and 2020 Summer Upland Today News Magazine and Activity Guide will be provided at the June 4th meeting. It will include summer classes, programs, and special events with some description. Please do not complete this handout during the meeting. It is very important that you take the information home with you to discuss your choices with your parent/guardian. If you are not able to attend this meeting, please make arrangements to have this information picked up by a family member or friend, or make the request to have this information emailed to you by contacting Kathy Cooper at kcooper@ci.upland.ca.us.

BEFORE YOU DECIDE ON YOUR ACTIVITIES...

1. PLEASE read the descriptions carefully and HIGHLIGHT the classes, programs, and/or special events where you are interested in assisting for the summer.
2. PLEASE discuss your choices with your parent/guardian to confirm you are available. Please make sure there are no conflicts (vacations, appointments, etc.) with the dates and times, and/or transportation to and/or from your assignment .
3. After making your decision, make your choices with an "X". You may mark as many as you would like. However, please note there is NO GUARANTEE you will be assigned to each of your requests.
4. Your completed assignment request sheet must be completed and returned to the Upland Recreation and Community Services Office located at 1370 N. Benson Avenue, Upland or submitted via email to kcooper@ci.upland.ca.us or jrice@ci.upland.ca.us no later than Tuesday, June 9th.
5. Once the paperwork is received, the Recreation Supervisos and Volunteen Staff will begin assigning the preferred number of Volunteens to each requested assignment.
6. You will receive your assignment via email. If you do not have an email account, please provide an alternate email address or you will need to pick up your assignments by visiting Upland Recreation and Community Services.
7. Once you have received your assignment sheet, **PLEASE CHECK IT IMMEDIATELY FOR ACCURACY. DO NOT ASSUME YOU HAVE BEEN ASSIGNED TO ALL OF YOUR REQUESTS.**
8. Let us know if there is a mistake or a conflict that might arise, so a correction may be made.
9. Please mark your calendar with all of your assignments. It is very important you keep you commitment to all of the classes, programs, and special events you have committed to. The instructors and/or staff are relying on your assistance. If you are not able to make an assignment, please let us know in advance so we can make every effort to find a substitute to cover for you.