

## ***SVCA Volunteer Program***



*Dear Member,*

*Thank you for giving back to the community as a Sudden Valley Volunteer!*

*While your monthly dues support the major activities and responsibilities of the Association, your work as a volunteer allows us to tend to the smaller details that make Sudden Valley special. By maintaining trails, directing traffic at SVCA events, picking up trash from the roadside, and helping to complete many other tasks, you are building community and making us proud to call Sudden Valley home.*

*Jo Anne Jensen*

*General Manager, SVCA*

## **OUR MISSION**

To foster a liveable and inclusive community through exceptional service, transparency, and responsible stewardship of our shared resources.

## **OUR VISION**

Sudden Valley is a sustainable community where natural beauty, recreation and civic engagement create a sense of belonging for our diverse membership.

## **VOLUNTEER RIGHTS AND RESPONSIBILITIES**

- Obey applicable State and Federal laws, SVCA Bylaws, policies, procedures, rules, and guidelines.
- Act in a safe manner and stay within the scope of your assignment.
- Follow through on your commitment; if issues arise, let staff know not to count on you.
- Consult with your supervisor when you have questions or concerns, comments, or suggestions.
- Be professional and courteous to staff, other volunteers, and the public.
- Report any injuries, illnesses, problems, or unusual situations.

## **SVCA RESPONSIBILITIES**

- Screen and interview volunteers.
- Assign volunteers to opportunities that match their abilities, interests, and experience.
- Provide orientation and training related to assignment.
- Provide clear and friendly supervision.
- Promote courteous, professional, and supportive treatment from other volunteers and the public.

## **APPLICATIONS AND BACKGROUND CHECKS**

All Sudden Valley volunteers must fill out an a Sudden Valley Volunteer Application. Active volunteers may also need to have a background check, depending on the assignment.

## **CONFIDENTIALITY**

Volunteers are expected to keep all personal information acquired while volunteering for the SVCA private and confidential. Also, the SVCA will keep all volunteer personal information private.

## **YOUTH VOLUNTEERS**

All volunteers age 17 or younger must have a parent or guardian sign their volunteer application. Some assignments may have additional age requirements.

## **WORKPLACE POLICIES**

Following is a summary of relevant policies and procedures.

- Substance Abuse Policy
- Anti-Harassment Policy (Attached)
- No Smoking Policy

## VOLUNTEER APPLICATION

Name:

Address:

Telephone:

E-mail Address:

Are you over the age of 18?

If not, are you age 16 or 17?

Which of the following opportunities interest you?

- ☐ Direct traffic at events
- ☐ Supervise childrens' games
- ☐ Supervise adult games
- ☐ Serve refreshments
- ☐ Light gardening tasks such as weeding & watering
- ☐ Brush clearing/Trail maintenance
- ☐ Removal of Water Lilies
- ☐ Posting flyers
- ☐ Phone calls to volunteers
- ☐ Support sporting activities

To help the Association assist you in placement, are there any reasonable accommodations that should be considered? If so, please describe:

In case of emergency, please contact:

Name:

Phone:

Relationship:

Have you ever been convicted\* of a felony, misdemeanor crime involving theft or assault, or major traffic offenses within the past seven (7) years? If yes, please explain:

\*Note: A conviction will not necessarily bar you from serving as a volunteer.

Parent or Legal Guardian Signature:

Date:

Printed Name:

Relationship to Volunteer:

I give permission for an authorized representative of the Sudden Valley Community Association (SVCA) to conduct a criminal background check. I release the SVCA and those

individuals and/or institutions that provide information from any liability that may arise from the provision of this information.

Signature:

Date:

**VOLUNTEER PARTICIPANT  
WAIVER OF LIABILITY AND ASSUMPTION OF RISK  
PLEASE READ CAREFULLY**

I understand that my participation in the Sudden Valley Community Association ("SVCA") programs, operations, and/or maintenance is a voluntary activity, and that I am donating my time and my labor by my own free choice. I agree to perform my assigned tasks in a responsible manner. In consideration of being allowed to participate in volunteer activities, I hereby agree to **ASSUME THE RISKS OF PROPERTY DAMAGE, INJURY, ILLNESS, OR DEATH** in any way associated with my participation in this activity. I agree to **RELEASE, DEFEND, INDEMNIFY, AND HOLD HARMLESS SVCA**, its officials, employees, represent-atives, volunteers, and agents for any and all rights and claims for damages, including attorneys' fees, I now, or may hereafter have, whether known or unknown, in law or in equity, and arising from or in any way connected with my participation in the SVCA's volunteer activities. I agree that the terms stated herein shall also serve as a **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Nothing herein is intended to waive any rights a volunteer may have under the Washington Industrial Insurance Act.

**CAUTION**

**I acknowledge that I have carefully read this WAIVER OF LIABILITY AND ASSUMPTION OF RISK and fully understand that I am waiving any right that I may now or hereafter have to bring a legal action to assert any claim against Sudden Valley Community Association in connection with my participation in this volunteer activity.**

I accept the conditions printed above:

\_\_\_\_\_  
*Participant Signature* *Date:* \_\_\_\_\_

\_\_\_\_\_  
*PRINT Participant Name*

A parent or guardian signature is required if the participant is under 18 years of age. By signing this **WAIVER OF LIABILITY AND ASSUMPTION OF RISK** on behalf of a minor, the undersigned parent or guardian is agreeing to be bound by the above conditions on behalf of him or herself and on behalf of the minor participant.

\_\_\_\_\_  
*Parent or Guardian Signature* *Date* \_\_\_\_\_

\_\_\_\_\_  
*PRINT Name of Minor Participant(s)*