



Volunteering.....
It's Your Community. Join the Team!

Share your skills

Reap the rewards
and have a

Quality experience

Sarasota County Government
1660 Ringling Blvd.
Sarasota, FL 34236
941-861-5000
www.scgov.net/volunteer

Welcome.....

The Sarasota County Commission has supported the Volunteer Program since 1998 and affirms the commitment to volunteerism in **Resolution 2014-51**.

Together we can create a community who actively cares for the health and well-being of our environment and the people who live here. We welcome your participation in making Sarasota County the best place to live or visit.

The benefits are endless. Volunteering connects you to others, increases self-confidence, improves your outlook, helps you to stay physically healthy, and brings fun and fulfillment to your life.

Start your volunteer career today by completing an online application. Once it's processed, you'll be contacted by your volunteer site coordinator who will hold a personal orientation with you to review department policies and procedures and site specific information on safety, scheduling, recording hours and other applicable topics.

An application and current volunteer opportunities can be found on **Volunteer Sarasota County!**

As a County Volunteer, I understand and agree that.....

Conduct:

- I am NOT an agent or employee of Sarasota County, Florida, and I will not so represent myself as one to any person, government unit or corporate entity.
- I will be solely responsible for my actions while participating in volunteer activities.
- I have a responsibility to always conduct myself in an ethical, truthful, and honorable manner when interacting with the public, other volunteers and County employees.
- I must follow instructions, be courteous and cooperative with citizens, fellow volunteers and employees.

Ethics:

- I am prohibited from using my position for personal gain or for the benefit of family members.
- I am prohibited from soliciting or accepting gifts from any person or firm doing or intending to do business with SCG or regulated by SCG with the intent to influence me in my official duties.
- I will not assist with financial transactions of any kind.

Background check:

- I will be subject to a background check during the application process. Some volunteer opportunities may require additional levels of background screening.
- All regular service volunteer names will be checked against the Florida Department of Law Enforcement's Sexual Predator Registry.

Absence:

- I must be reliable, arrive on time, provide notice when departing, and if unable to fulfill my volunteer duties provide reasonable notice (preferably 8 hours).

Dismissal:

- I can be released from my voluntary participation in the aforementioned activities for any reason or no reason at all without notice; and I am not entitled to any recourse in the event I am released.

Use of Photos:

- I hereby give my permission to Sarasota County to use any still photograph or video footage in which I may appear for whatever purpose(s) deemed appropriate and this is done voluntarily and with the understanding there is no remuneration.

Recording Hours:

- I will be responsible for routinely and truthfully recording my service hours in my Volunteer Account.
- Recorded hours are used for many reasons; to document your contribution, justify need for the position, share your successes and verify volunteer location if an accident or injury occurs.
- To record hours, log-in to your account using your email and password. The log-in portal is called My Account and can be found on the Volunteer Sarasota County webpage. You can also access your account on your smartphone in a mobile friendly view. An alternate option for recording hours using a

touch screen or pin number is available at some locations. Ask your volunteer coordinator if VicTouch is available at your location.

Safety Guidelines:

- When personal protection equipment is required, the volunteer must either provide his/her own or be properly equipped and trained in its use by the department prior to engaging in any such work.
- I must immediately notify my supervisor if I am injured in the performance of my scheduled and documented volunteer activities.
- I will act responsibly and not endanger others or myself, nor consume any alcohol or drugs in my role as a SCG volunteer.
- I must adhere to all safety guidelines and rules required by Sarasota County.

Accident and Injury Reporting:

- Benefits are afforded to volunteers in accordance with the Florida Workers' Compensation Law.
- In an emergency, call 911.
- To ensure immediate medical care coordination and support, no matter the severity of injury, volunteers must notify their supervisor immediately.
- All injuries should be reported to Johns Eastern immediately at **866-803-5100**.
- Supervisors must complete the Workplace Accident Investigation Report and send a copy to Safety and Risk Management as soon as possible.
- After initial steps are completed, the supervisor shall investigate each accident or injury to identify the cause and recommend corrective action.

Volunteer Service Agreements: (Adult, Youth, Group Leader)

- Volunteer Service Agreements (VSA) shall be reviewed and completed in their entirety.
- The VSA is part of the online application. Adults who apply online do not need to complete a paper form. However, youth volunteers are still required to complete a VSA providing parental consent.
- A youth is considered anyone less than eighteen (18) years of age.
- A copy shall be retained by the department and by the Volunteer Resources Coordinator, Human Resources.
- The Group Leader VSA provides a convenient way to identify a volunteer leader and register group volunteers.

Recognition and Benefits: (Sarasota County values volunteers)

- An assignment description has been prepared for your position and training will be provided by your volunteer site coordinator to ensure you understand your role and safety guidelines.
- Your hours of contribution have a positive community impact and will be recognized at Sarasota County Commission meetings and in electronic media.
- Hours of service recognition pins may be presented to each volunteer beginning when that volunteer contributes their first 100 hours.
- Adults may apply for membership to county Fitness Centers when 24 hours of service have been recorded to your individual account. Guidelines and forms are posted on the Home tab of your account.
- Recording hours are important in order to appropriately recognize YOU for your efforts.