Dear Prospective Volunteer,

We are so excited that you are interested in volunteering with the City of Salinas! By helping us provide important services to our community, you are not only an everyday hero but also changing lives. With support from volunteers like you, we can continue to bridge the digital divide, foster academic excellence in today’s youth, promote literacy across all age groups and much more!

Our goal is to make the application process as easy as possible for you. We want to help you help us by providing support every step of the way. The following page lists the steps necessary to complete to become a volunteer. If you have any questions regarding the application process, please do not hesitate to contact Ana Ambriz at anaa@ci.salinas.ca.us or (831) 758-7166.

We look forward to receiving your application and starting the application process. It is your time and commitment that helps make our community a better place!

Sincerely,

Ana Ambriz
Neighborhood Services
Application Process Checklist

1. Complete the application packet.
   The packet includes our volunteer application, not to be confused with our online inquiry form, and liability waiver. If you are a minor, make sure the liability waiver also includes a parent/guardian signature. Please submit the completed application at one of our Orientations.

2. Sign up for Orientation.
   To RSVP use our link https://goo.gl/forms/rR6D9b7a4aqR41Df2 and complete our short form or sign up via phone (831) 758-7166 or email anaa@ci.salinas.ca.us.

3. Attend Orientation.
   Learn about our City policies and procedures. Orientations are held the 1st and 3rd Tuesday of each month at 4:00 pm at 320 Lincoln Ave and Cesar Chavez Library respectively.

4. Complete a supplemental questionnaire.
   Only applicable to prospective volunteers working with children. If not working with children skip to step #6. The questionnaire is given at Orientation and must be completed prior to a Live Scan.

5. Get a Live Scan criminal background check.
   Only applicable to prospective volunteers working with children. If not working with children, skip to step #6. Our Live Scan process time varies and results may take anywhere between a few hours to a few weeks. Please plan accordingly and remember to schedule an appointment with the Salinas Police Department beforehand.

6. Receive a status notification.
   Once all steps are completed, including a Live Scan if required, you will receive a status notification via email or phone. It will include your matched volunteer assignment along with your site supervisor’s contact information.

7. Contact your site supervisor.
   Reach out via phone or email to schedule your first volunteer shift.

8. Have FUN!

Follow us online at

/SALINASVCSP   /CLSALINAS_NS
# Volunteer Application

**First Name** | **Middle Name** | **Last Name** | **Date**
--- | --- | --- | ---

**Current Address**

**City** | **State** | **Zip Code**
--- | --- | ---

**Home Phone** | **Cell Phone** | **E-mail Address**
--- | --- | ---

What is the best way to contact you?  
☐ Home Phone  ☐ Cell Phone  ☐ Email  ☐ Other: ____________________________

Are you 18 years of age or older?  
☐ Yes  ☐ No

If under 18, what is your age? ________________

Why do you want to volunteer? Is it a requirement? If yes, please explain and include required hours and deadlines.

______________________________

What would you like to get out of your volunteer experience?

______________________________

______________________________

Do you have any limitations that may affect your volunteer work with the City? Please describe:

______________________________

**Education Background:**

<table>
<thead>
<tr>
<th><strong>School Name</strong></th>
<th><strong>Highest Grade Level Completed</strong></th>
<th><strong>Academic Major</strong></th>
</tr>
</thead>
</table>

Special licenses, credentials or training certificates: ________________________________

**Volunteer Experience:** (Most recent positions)

☐ No former experience

Position: ________________________________

Agency: ________________________________

Start/End Date: ________________________________

**Work Experience:** (Club leadership positions accepted)

☐ No former experience

Position: ________________________________

Agency: ________________________________

Start/End Date: ________________________________
Skills and Interests:
Hobbies, Interests, Skills _______________________________________________________________________
________________________________________________________________________________________

Languages Spoken: (Please include proficiency level; beginner, intermediate, advanced, fluent)

<table>
<thead>
<tr>
<th>Primary Language</th>
<th>Speaking Proficiency Level</th>
<th>Reading Proficiency Level</th>
<th>Writing Proficiency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Language</td>
<td>Speaking Proficiency Level</td>
<td>Reading Proficiency Level</td>
<td>Writing Proficiency Level</td>
</tr>
</tbody>
</table>

Volunteer Opportunities: Read below to find out how you can become an everyday hero.

1. Library:
   A. Help promote adult literacy by volunteering at the Literacy Center! Opportunities include tutoring for adult programs such as Computer Literacy, HSE/GED, Citizenship, ESL, Leamos, and more, as well as administrative work.
   B. Support child literacy by helping a child further develop their reading skills or assisting with the implementation of our libraries’ early literacy programs.
   C. Provide homework assistance to elementary school aged children at one of our Homework Centers.
   D. If you are more interested in behind the scenes work, help our libraries stay organized by re-shelving, processing materials, entering data, printing, and photocopying.
   E. Or join our Tag, You’re It project and help tag items to speed up checkout, book returns and inventories.
   F. Dedicate part of your weekend to our Service Saturdays program and help with monthly special projects such as converting old jeans into dog toys to donate to our animal shelter.

2. Animal Shelter: (Must be at least 16 years of age)
   A. Lend a helping hand to our furry friends through our volunteer program by assisting with feeding, walking, customer service, or clerical and light office work.
   B. To receive school volunteer credit join our community service program and help with cleaning, dishes, laundry, restocking food and other essential maintenance work to keep our shelter running smoothly.

3. Support our Recreation Centers through coaching, homework assistance, facility cleaning and special events assistance.

4. City Departments: Develop your professional skills by filing, copying data entry, phone calls, organizing files, scanning, printing, and more! Hours are Monday-Friday 8:00 am – 5:00 pm.

5. Keep our City parks, gardens and facilities beautiful by picking up litter, weeding, trimming, raking, and helping with minor painting. These opportunities are short-term and as needed.

6. Virtual: Volunteer through the comfort of your own home through on-line research, designing flyers, translating documents, creating videos, and assisting with grant writing.

7. Special Events: Spend a day giving back at City sponsored events by helping with set-up, clean-up and other activities. Opportunities are short-term and as needed.

8. Other: (We are open to new community service projects. Share your ideas!) ________________________________

Placement Preferences: Use the volunteer opportunities above to indicate your preferences below.

☐ 1st (___), 2nd (___), and 3rd (___) choice. (Example: 1st (1A), 2nd (1B), and 3rd (3))
☐ I am unsure. I would like to further discuss ________________________________________________
**Location Preference:** Please indicate if you have a library location preference.

- [ ] John Steinbeck Library  
- [ ] Cesar Chavez Library  
- [ ] El Gabilan Library

**Availability:** At what times are you interested in volunteering? Please specify a time frame and keep in mind the hours given are not your shifts; they only indicate your availability.

<table>
<thead>
<tr>
<th>Example</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday:</td>
<td>9:00-11:00 am</td>
<td></td>
<td>5:00-7:00 pm</td>
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Proposed: Start Date: __________ End Date: __________ # of Total Hours: _______ # of Weekly Hours: _______

**Statement of Understanding:**

I certify that the information on this application is true and correct to the best of my knowledge. I authorize the City of Salinas to complete reference checks and a Live Scan criminal background check, if necessary, to determine my suitability for placement. I understand I am required to submit a supplemental questionnaire about my conviction history for certain serious offenses if I am seeking a position having supervisory or disciplinary authority over a minor.

______________________________  ________________________________  ________________
Volunteer Print Name  Volunteer Signature  Date
City of Salinas Volunteer Program

Release of Liability

First Name                   Last Name                   Phone Number

Current Address                   City           State             Zip Code

Emergency Contact: In the event of an emergency, please list the person you would want notified.

First Name                       Last Name                           Relationship

Home Phone             Cell Phone                        Work Phone

1. In consideration for participating in programs organized by the City of Salinas, I, the undersigned, voluntarily release, discharge, waive, and relinquish any and all causes of action for personal injury, wrongful death or property damage which might arise from my performing in this capacity.

2. I am participating as a volunteer with knowledge of the risks and dangers involved and hereby agree to accept any and all inherent risks of property damage, personal injury or death which may arise from my participating in this capacity.

3. I understand that I am responsible for my behavior and I hereby personally assume full responsibility for any risk of bodily injury, death or property damage, whether foreseen or unforeseen, arising out of or related to the activities in which I will be participating. I realize that liability may arise from negligence, carelessness or otherwise on the part of the City of Salinas, its officers, representatives and agents; from dangerous or defective equipment, supplies or property owned, maintained or controlled by them; or because of their possible liability without fault.

4. I further understand and acknowledge that the Office of Neighborhood Services conducts activities with volunteers inside and outside the office environment and that I must assure that my presence does not interfere with the operations of the City of Salinas or any of its departments or programs. I agree to abide by all rules and regulations established by the City of Salinas and shall at all times remain only in those areas in which I am permitted.

5. For and in consideration of the opportunity to participate as a volunteer for the City of Salinas Office of Neighborhood Services, I agree to release, indemnify, defend and forever discharge and hold the City of Salinas and all of its officers, employees and agents harmless from any and all liabilities, demands, claims, suits, losses and causes of action of whatever kind or nature, whether in law or in equity, including attorney fees, regardless of fault, to the extent cause by, arising out of, or in connection with my participation as a volunteer.

6. I have read this Release of Liability and freely signing this document. I fully understand that by signing this Release of Liability I have given up substantial rights and/or remedies that may be available to me against the City of Salinas and/or its officers, employees and agents. I affirm that I have freely and voluntarily signed this Release of Liability without any inducement, assurance or guarantee being made to me.

7. I intend my signature below to be a complete and unconditional release of all liability and for such release to be as broad and inclusive as permitted by the laws of the State of California. The Release of Liability shall be governed and interpreted in accordance with the laws of the State of California and jurisdiction over any disputes shall be had in Monterey County.

8. In the event that any clause or provision of this Release of Liability shall be held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release of Liability, which shall otherwise be enforceable.

9. In case suit shall be brought to interpret or to enforce this Release of Liability, or because of the breach of any other covenant or provision contained herein, I shall pay for all attorneys’ fees and court costs incurred. City’s attorneys’ fees shall be calculated at the market rate.

10. I hereby authorize and give consent to the City of Salinas, its successors and assigns, to copyright, to publish, and to display all photographs and videos taken in connection with my volunteerism for any or all exhibitions, public displays,
publications, flyers, brochures, commercial art, advertising purposes, and the City of Salinas website, without limitation, reservation or compensation.

11. This authorization shall remain in full force and effect for so long as I continue to perform services as a volunteer for City of Salinas Office of Neighborhood Services.

Volunteer Name                      Volunteer Signature                   Date

Parental Consent: (Required if volunteer is a minor)

And I, the minor’s parent and/or legal guardian, understand and agree to the terms of this Release of Liability and the nature of the work and services to be performed by my minor child/ward during his/her performing the services of a volunteer, and I consent to use of photographs and video of the minor as described above. I shall indemnify, defend, and hold the City of Salinas and its officers, employees and agents harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of any and all liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life or damage to any property, or violation of any relevant federal, state or municipal law or ordinance, or other cause, arising out of my minor child’s performing services as a volunteer, and shall reimburse the City of Salinas for all costs and expenses, including attorneys’ fees measured at the market rate, incurred by the City in enforcing the provisions of this Release of Liability.

Parent/Guardian First Name   Last Name   Parent/Guardian Phone Number

Parent/Guardian Signature                   Date