



SKOKIE PARK DISTRICT VOLUNTEER MANUAL

June 2021

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INTRODUCTION

Welcome to the Skokie Park District! The Skokie Park District is proud of its record of continuing growth and expansion of services offered to the residents of Skokie. The growth and reputation of the Park District are the direct results of individual efforts and close cooperation by all our employees and volunteers. We want to thank you for volunteering and getting involved with our organization. The Skokie Park District staff greatly appreciates your help.

All volunteers are required to complete the *Volunteer Application* form prior to being considered for a volunteer opportunity or beginning any volunteer work assignment. See Appendix A.

STAFF NUMBERS

Skokie Park District staff may be reached by calling the Park District main number: 847-674-1500.

PARK DISTRICT ADMINISTRATION

The policies of the Skokie Park District are governed by a five-member Board of Park Commissioners who are interested citizens elected at large for staggered terms of six years. They serve without compensation and are the policy making body. The administrative staff conducts the day-to-day affairs and activities of the District with the approval of the commissioners.

VISION STATEMENT OF THE SKOKIE PARK DISTRICT

The Skokie Park District envisions a community where all of its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

MISSION STATEMENT

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

CORE VALUES

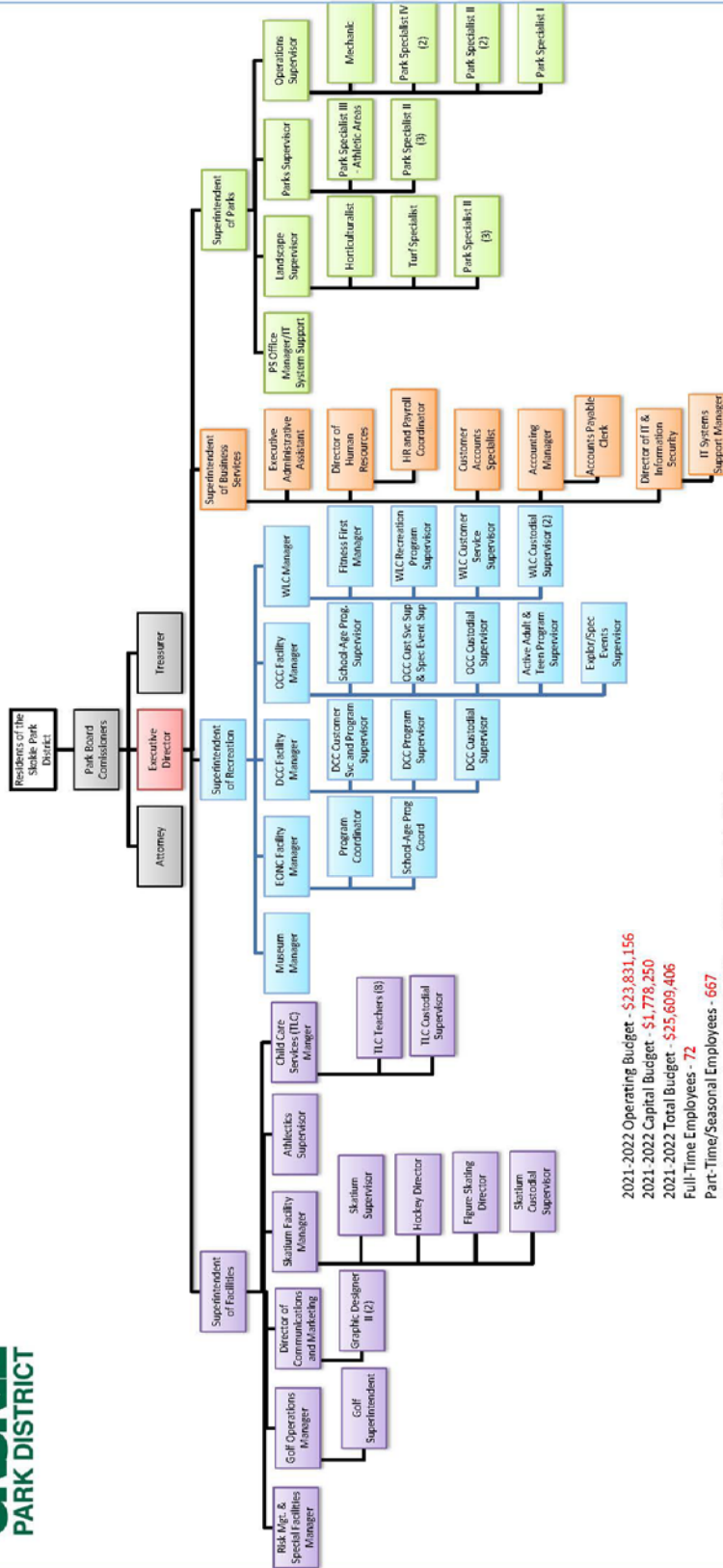
The Skokie Park District will fulfill its mission through:

- ❖ Commitment
- ❖ Service
- ❖ Integrity
- ❖ Openness
- ❖ Innovation
- ❖ Inclusiveness
- ❖ Environmental Stewardship



Organizational Chart

Skokie Park District
 Approved by Executive Director Michelle Tuft
 May, 2021



2021-2022 Operating Budget - \$23,831,156
 2021-2022 Capital Budget - \$1,778,250
 2021-2022 Total Budget - \$25,609,406
 Full-Time Employees - 72
 Part-Time/Seasonal Employees - 667
 Freedom of Information Act (FOIA) Officers- William Schmiot, Michelle Tuft, Jon Marquardt, Corrie Gynn and Breanne Labus.

Weber Leisure Center/Administrative Offices
 9300 Weber Park Place
 Skokie, IL 60077
 P: 847-674-1500

Requests under the FOIA may be submitted in writing to any of these FOIA officers via email (foia@skokieparks.org), fax (847-674-9201), regular U.S. mail, delivered in-person. Black and white copies (50) are available for free. Additional copies: (\$15) per page.

SAFETY POLICY STATEMENT

It is the intent of the Skokie Park District to provide a safe working environment for employees, participants, and volunteers as well as a safe leisure environment for the public utilizing parks, facilities, and programs. It is also the intention of the Skokie Park District to develop, implement and administer a comprehensive loss control program. In all assignments, the health and safety of all should be of paramount consideration. Safety will take precedence over expediency or short cuts and every attempt will be made to reduce the possibility of accident occurrence.

Personnel and volunteers at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. The District will comply with all safety laws and ordinances. Each supervisor is responsible for work being performed in a safe manner, inspections being conducted on a regular basis, hazards and dangers being confronted and accidents being investigated. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Park District's capital and personnel.

Every employee and volunteer are charged with the responsibility of supporting and cooperating with the loss prevention program outlined in this manual. All employees and volunteers are expected to adopt the concept that the safest way to perform a task is the most efficient and the only acceptable way to perform it. Non-compliance with safety policy is considered very serious and could lead to suspension or dismissal.

Please refer to the Skokie Park District's Safety Manual for a complete listing of Park District safety information.

AGE REQUIREMENT

All volunteers must be a minimum of 12 years of age to volunteer. If a volunteer is under the age of 18, they must have a parent/guardian signature on the *Volunteer Application* in order to begin volunteer duties. Volunteers under the age of 18 will require additional supervision and duties may be restricted as deemed appropriate and/or safe.

HAZARD RECOGNITION

The Skokie Park District has developed a comprehensive Hazard Communication (Hazcom) Program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees and volunteers. The program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law.

The Right-to-Know Law requires the Skokie Park District to train their employees and volunteers about the health and safety hazards of the chemicals in the workplace. A "hazardous chemical" is any chemical which can be a physical or health hazard. A few examples of "hazardous chemicals" used in the Skokie Park District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

The Skokie Park District Hazcom Program applies to all work areas where employees or volunteers have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies.

Generally, volunteers will not be asked to work with chemicals but if required, they will be trained during their orientation, including steps they should take to protect themselves from chemical hazards, appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposure.

Safety Data Sheets (SDS)

SDS are obtained from suppliers for all chemicals used within the operations. If you are asked to work with a hazardous material, you will be trained on what an SDS is and where they are located (usually in a file/binder).

Under the Right-To-Know Law, employees and volunteers have the right to obtain SDS for each hazardous material in the workplace. SDS must be kept available to employees, former employees, and volunteers for at least 10 years after the material is no longer used, produced, or stored on the work site.

It is Skokie Park District policy to provide employees and volunteers a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations.

HARASSMENT POLICY

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from any form of harassment. Harassment of any kind is illegal, unacceptable, and violates the policies of the Park District. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, volunteers, patrons, and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

Each employee, officer, official, park commissioner, agent, and volunteer of the Park District has the responsibility to refrain from sexual harassment in the Park District workplace. Any such individual who harasses Park District personnel, volunteer and/or patrons is liable for his/her individual conduct.

All Park District volunteers are encouraged to report incidents of harassment to their assigned volunteer supervisor, regardless of who the offender may be or whether or not he is the intended victim. The harassing employee or volunteer will be subject to disciplinary action, as appropriate, up to and including dismissal or removal from a volunteer position. You may also contact the Human Resource Manager, Division Head or Executive Director.

PERSONAL CONDUCT

- Sobriety and Substance Abuse: Volunteers are expected and required to report to their

volunteer assignment in an appropriate mental and physical condition for work. To do so, volunteers must *not* have alcohol or illegal drugs in their system. Violators may be ineligible to volunteer in the future with the Skokie Park District.

- Weapons Policy: The Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event.
- Violence: Acts of violence will not be tolerated. Any instances of violence will be reported to a Supervisor, Division Head, and/or the Executive Director. For purposes of this policy, violence is defined as an action or behavior of a volunteer that threatens the safety or well-being of other workers or the public. All complaints will be investigated. The Park District will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to no longer being eligible to volunteer with the Skokie Park District.
- Smoking: Smoking is prohibited in or on any Park District building, facility, or park. Volunteers who are legally able to smoke are prohibited from smoking within fifteen (15) feet from District facility entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.
- Proper Dress and Appearance: Your personal appearance conveys to the public a general impression of the organization. Your attire while on duty should be in good taste, neat and clean as appropriate for your volunteer duties which are directed by your supervisor.
- Cooperation/Courtesy: As a part of a team providing services for the benefit of the public, you must cooperate with fellow volunteers, Park District staff and the public. You must treat fellow volunteers, Park District staff and the public with respect and courtesy.
- Attendance, Punctuality, and Dependability: As a volunteer it is imperative that you report to your assigned position and be ready to perform your duties at the agreed to volunteer start time. If you are going to be late or absent for any reason, please telephone your assigned supervisor as soon as you know you are no longer available to volunteer for your shift. The Skokie staff count on volunteers and appreciate their help.
- Telephone and Cellular Telephone Usage: During work time, employees are not permitted to use personal cellular telephones except in the case of an emergency. As a volunteer we ask you to limit personal calls.
- Use of Park District Information, Property, and Equipment: The protection of the Park District's business information, property, and all other Park District assets are vital to the interests and success of the Park District. No Park District property may be removed from the Park District's premises.

TRANSPORTATION

Using your personal vehicle to transport participants in any Park District program is strictly prohibited.

VOLUNTEER INSURANCE COVERAGE

Volunteers and parents of volunteers agreeing to participation in volunteer activities must recognize and appreciate that there are always inherent risks of injury associated with any volunteer activities. Such risks will vary depending upon the nature of the particular volunteer activity.

Please recognize that the Skokie Park District does not carry medical/accident insurance for injuries sustained in its volunteer programs. It should be further recognized that the absence of medical/accident insurance does not make the Skokie Park District responsible for the payment or reimbursement of medical expenses. Therefore, each person participating in volunteer activities, and/or their parents, should review their own health insurance policy for coverage.

Persons who volunteer their services to the District are not "employees" within the Workers' Compensation Act and are NOT eligible for the benefits of the Act.

VOLUNTEER BENEFITS AND RECOGNITION

Park District volunteers will be recognized for their contribution in a variety of ways. Volunteers may be eligible to receive discounts for select programming or sales at the facility they are volunteering at. Discounts will be made at the discretion of the Facility Manager and may vary from one facility to the next. In addition, sometimes Facility Managers and/or Program Supervisors may recognize volunteers through recognition dinners, potlucks, and awards, etc.

AMERICANS WITH DISABILITIES ACT (ADA)

The Skokie Park District welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs.

The following is a brief overview of the ADA Requirements that would be applicable.

1. A person with a disability may not be refused the opportunity to participate in a service program, or activity simply because the person has a disability.
2. Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disabilities Act.
3. Public entities may not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate programs are necessary to ensure that the benefits and services are equally effective.
4. Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program.
5. Agencies may not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure non-discriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters.
6. Agencies are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration of the program would result.
7. Agencies may not require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

MANDATED REPORTERS

By law, all Park District employees are required to report any suspicion or actual witnessing of child abuse. This includes physical harm or injuries that are untreated, sexual abuse, or neglect.

If volunteers witness suspected abuse, they should notify their supervisor immediately.

PERSONAL COMFORT

As a volunteer it is important to feel safe and secure. If any problem occurs (with a patron or situation) notify a staff member who will handle the circumstances accordingly.

PARTICIPANT CONDUCT

The following behavior code of conduct will be used as a guideline for Skokie Park District program participants:

- Will show respect to all participants, staff, and volunteers.
- Will follow direction from staff and volunteers.
- Will show respect to equipment, supplies, and facilities.
- Will not use inappropriate, abusive, or foul language.
- Will not show any aggressive behavior (hitting, punching, slapping, kicking biting, etc.) regardless if the behavior is initiated or in retaliation.
- Will not show continuous disruptive behavior.

BEHAVIOR AND DISCIPLINE WHEN WORKING WITH CHILDREN

A. Behavior Management Plan

The following behavior and discipline policies are to be adhered to at all times by the staff and volunteers of the Skokie Park District.

Effective discipline has three purposes:

- To encourage self-esteem, self-control, and responsibility.
- To discourage irresponsibility and inappropriate behavior.
- To ensure the safety of all children under our supervision.

To be effective, discipline must be a part of a positive, respectful relationship between adult and child. While children cannot assume the same rights and responsibilities as adults, they can be treated as equals in terms of worth and respect. Discipline is not only stopping children from doing wrong; it is helping them to do right. Staff and volunteers are expected to communicate their behavioral expectations in a way that is understandable to children.

There is no prescription for discipline that works for all children in all situations. When developing behavior expectations consider some basic ground rules:

- Be Safe! Behavior must be stopped if it presents a clear risk of harm to oneself or others.
- Be Kind! Behavior must be stopped if it infringes on the rights of others.
- Be Neat! Behavior must be stopped if it will unnecessarily damage the environment or animals, objects, and materials in the environment.

Rules are more likely to be followed if they are:

- Consistent – do not change every day.
- Explicit – are clearly defined and understood by the child.
- Predictable – are known ahead of time.
- Upheld – there is follow through with a consequence when a rule is broken.

Some children really test the limits and seem to know exactly how to “push our buttons” to get us angry and frustrated. As frustration increases, it becomes more difficult to maintain consistency. It is important to **act-not react** with these more difficult situations to manage children. If you act out in anger or frustration, the inappropriate behavior will be negatively reinforced. Always feel free to seek help. Working with children is a challenging task and requires support from other adults.

Certain expectations of children are not fair. Following is a list of some expectations that staff, and volunteers should avoid:

- Asking children to wait quietly for long periods of time.
- Requiring children to stand in perfectly straight lines for any length of time.
- Expecting children to respond immediately to requests.
- Assuming children will clean up without being reminded.

B. Guidelines for Discipline

- Through discussion, make sure participants understand the rules and the consequences of breaking the rules.
- Enforce rules at all times-be consistent in application. Never set false consequences.
- Engage cooperation, problem solve with child, present child with acceptable choices, point out appropriate alternatives, get child involved in a positive way. For example, ask a restless child to help pass out supplies.
- Be a good role model.
- Reinforce good behavior while being careful not to reinforce inappropriate behavior.
- Help children deal with their feelings appropriately. For example, help children express anger appropriately with words, not physical aggression or verbal attacks and put-downs.
- Acceptable consequences for serious behavior problems include:
 - Supervised time-out
 - Supervised restriction from activity
 - Conference with staff or Supervisor
 - Conference with parent or guardian
- Build a feeling of group unity and pride.
- Treat participants in a positive manner and they will reflect your attitude.

The following practices are unacceptable in dealing with participants:

- Talking about a participant or adult in front of others.
- Punishing the group for what one person has done but has not been discovered.
- Failing to apologize when an apology is due.
- Making fun of someone and failing to respect his/her feelings.
- Failing to live up to the same standards as imposed upon the children.
- Failing to tell the truth or giving evasive answers to participants.
- Accusing someone of doing wrong based upon a past record of misdeeds, rather than clear evidence.
- Playing favorites; using one participant as a good example and another as a bad example.
- Refusing to listen concerns or complaints.

LOST CHILD POLICY

The purpose of the Lost Child Policy is to account for the presence or absence of each child in attendance during program times and to provide an organized team approach to the search for someone identified as missing.

All children should be counted frequently throughout the day as follows:

- Upon arrival of all children.
- Prior to changing location for any activity inside or outside of building.
- After each child is picked up from a program.
- On field trips, counts should be done prior to leaving, when you arrive at location, prior to leaving trip site, and at return to facility.
- Intermittently throughout the day as needed.

If a child's absence cannot be accounted for, contact a staff member immediately and they will check if a parent or guardian has picked up the child. Staff will inform additional staff members and/or volunteers to aid in search for missing child. Each facility should have a plan in place that divides up the area that will need to be searched.

After all areas have been searched and the child is still missing, staff will contact the Police and request their participation in the search.

Park District staff will then call parents or guardians.

Documentation of the significant events should be recorded on the incident report by staff only.

**If the location is off-site, staff members and volunteers should have a means of communicating with each other. When arriving at an off-site location, staff and volunteers should determine a central meeting spot in the event that the lost child policy should need to be implemented.

BEHAVIORAL INCIDENT REPORT

If a volunteer is a witness to a behavioral incident, he or she **must** report the incident to a staff member. A Behavioral Incident Report Form should be filled out **only** by a Supervisor for any activities witnessed where the behavior of an individual could result in either bodily injury to themselves or others, or damage to park property.

VOLUNTEER FIRST AID AND EMERGENCY PROCEDURES

Even with proper program planning, adequate staff, and volunteer training, and using common sense, accidents and injuries can and will happen. Practicing safety habits such as checking the field, court, and equipment before a game or practice, can help avoid an injury. Sometimes incidents occur that require staff or volunteers to perform first aid and emergency procedures. The following are some guidelines:

ACCIDENT/INCIDENT REPORTING PROCEDURES

An accident report should be prepared for any accident, injury, or "near miss" incident which occurs on Skokie Park District property or at any program sponsored by the Park District. Accident report forms will be used for all injuries sustained by patrons or injuries that occur to

staff or volunteers. When an injury occurs notify Skokie Park District personnel, ***only Skokie Park District personnel should prepare an accident report.***

The following guidelines for accident procedures should be followed:

A. Common Injuries and Accidents

Bumps and Bruises

- Apply towel-covered ice to reduce swelling and pain.
- In the case of head injuries, seek help from staff if the individual complains of a headache or acts disoriented.

Minor Burns (Redness, Small Blisters)

- Immediately immerse burned area in water to stop the burning.
- Apply cloth-covered ice to reduce swelling and ease pain.
- Apply band-aid or moist compress.

Minor Cuts and Scrapes

- Have the individual apply direct pressure to the wound with a clean cloth (bandana), paper towel, or your hand until the bleeding stops. Use rubber gloves whenever possible.
- Have the individual wash the wound thoroughly with water. Pat dry.
- Apply a band-aid to the wound.

Fainting

- A person may collapse suddenly without any obvious warning, but the usual signs and symptoms include:
 - weakness
 - dizziness
 - extreme paleness
 - sweating
 - coldness of the skin
 - black spots appearing before the eyes
 - forehead covered with perspiration
 - numbness and tingling of the hands and feet
 - nausea
 - disturbance of vision
 - shallow breathing
 - a feeling of light-headedness with yawning
 - rapid and weak pulse
- If the person is about to faint, have him or her lie down with the legs somewhat elevated or lower their head between his or her knees and seek immediate assistance from the staff or supervisor. If a child faints it should be reported to the parents.

Nosebleed

- Have the individual apply direct pressure by firmly pinching the bridge of the nose with a thumb and forefinger.
- Have the person sit down and lean slightly forward, not backward. Leaning back or tipping the head back will cause blood to run down the throat and make the person feel ill.
- Practice Universal Precautions. Use rubber gloves whenever possible.

Seizures

- Do not interfere with the participant's convulsions except to prevent bodily injury.
- Quickly remove other individuals from the area.
- Comfort the participant when he/she recovers. The person will typically be tired, disoriented, and embarrassed. Be sensitive to this.

Sprains

- The common signs and symptoms of a sprain include:
 - Swelling
 - Tenderness
 - Pain upon motion
 - Discoloration
- Do not move the participant or sprained joint.
- Apply ice and seek assistance from the staff or Supervisor.

In the rare and severe occurrence of any of the following:

- Severe Cuts or Incisions
- Broken Bones
- Severe Allergic Reactions or Insect Stings
- Severe Burns
- Heat Stroke
- Loss of Consciousness

Immediately call 9-1-1 and seek the help of the staff or Supervisor who will administer first aid. Do not move the victim. After getting help, clear the area of other participants and staff and help to keep everyone calm.

When you call 9-1-1, be prepared to supply the following information:

- WHERE the emergency situation is, with cross streets if possible.
- PHONE NUMBER you are calling from.
- WHAT HAPPENED - heart attack, auto accident, fall, etc.
- HOW MANY persons need help.
- WHAT is being done for the victim.

Please remember that **YOU ARE NOT A DOCTOR**; let the Paramedic's do the job that they have been trained for.

Only Skokie Park District personnel should prepare an accident report.

B. Bloodborne Pathogens

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Skokie Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of communicable diseases should not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the Skokie Park District to the public or the dignity of the people it serves.

STATEMENT OF ADMISSION

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving District property and/or personnel must be directed to a department head or other designated manager.

SEVERE WEATHER PROCEDURES

General Tornado Guidelines

1. Notification of Tornado Watch - Continue normal activity but watch for threatening conditions and listen to radio for latest Weather Service Warnings or check internet for latest up to date information.
2. Notification of Tornado Warning - Take immediate action to direct participants and staff to go to safe place. Follow specific plan for your facility.
3. Do NOT send participants who are minors home at any time until contact is made with parents or guardians.

Three Stages of Tornado Conditions

1. TORNADO WATCH - Conditions exist which may result in a tornado within an area outlined.
2. TORNADO WARNING - A tornado has actually been sighted or its presence detected on radar in the area outlined in the tornado watch. Warnings will indicate where the tornado was discovered, the area through which it is issued, and what immediate safety precautions should be taken.
3. TORNADO ALERT - A tornado is expected to hit within the area outlined in the tornado warning. At this time, the area is in immediate danger. If Skokie is in this area, a two-minute continuous blast will be sounded on the Village's civil defense sirens. (These sirens are normally tested each Tuesday at 10:30 A.M.)

Fire Guidelines

1. Know location of fire exits.
2. First, get people to safety.
3. Second, call Fire Department and/or pull fire alarm.
4. Be ready to assist Fire Department with information.



Volunteer Application

Instructions: All volunteers must complete this application prior to being considered for or beginning any volunteer work assignment. Please sign and date on the bottom of page 2. A parent or legal guardian may complete the application on behalf of a prospective volunteer who is under 18 years of age.

NAME: _____

ADDRESS: _____

PHONE: (Cell Phone): _____ (Other Phone): _____

E-MAIL ADDRESS: _____

AREA OF INTEREST: (Please check all that apply)

_____ Devonshire Cultural Center (Preschool, Theatre)

_____ Oakton Center (Exploritorium, Senior Programming, Teen Programming)

_____ Emily Oaks Nature Center

_____ Park Services

_____ Tot Learning Center/ Child Care

_____ Skokie Heritage Museum

_____ Weber Center (Fitness First! Health Club)

_____ Sports Park Golf Center or Weber Park Golf Course

_____ Skatium Ice Rink

_____ Special Event - Indicate event here: _____

_____ Other: _____

AVAILABILITY (Please indicate when you are available to volunteer - days, times, etc.):

SPECIAL SKILLS OR INTERESTS:

ANY ADDITIONAL INFORMATION:

CRIMINAL BACKGROUND DISCLOSURE: Pursuant to Public Act 100-0472, park districts in Illinois are prohibited from knowingly engaging the services of a volunteer who has been convicted of or found to be a child sex offender.

Have you been convicted of or found to be a child sex offender?

Please check yes or no: Yes _____ **No** _____

IMPORTANT INFORMATION – PLEASE READ:

Volunteers and parents of volunteers agreeing to participate in volunteer activities must recognize and appreciate that there are always inherent risks of injury associated with any volunteer activities. Such risks will vary depending on the nature of the volunteer activity.

Please recognize that the Skokie Park District does not carry medical/accident insurance for injuries sustained in its volunteer programs. It should be further recognized that the absence of medical/accident insurance does not make the Skokie Park District responsible for the payment or reimbursement of medical expenses. Therefore, each person participating in volunteer activities, and/or their parents, should review their own health insurance policy for coverage.

WAIVER:

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages, or loss, regardless of severity, that I may sustain as a result of said participation. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of volunteering in this program/activity against the Skokie Park District, including its officers, officials, agents, volunteers, and employees.

Volunteer's Name (please print) _____

Volunteer's Signature _____

Parent/Legal Guardian Signature (if under 18) _____

Date _____

NOTE: Volunteer participation will be denied if the Criminal Background Disclosure question is not answered. Participation will also be denied if the waiver above is not signed and dated by the volunteer, or parent/legal guardian in the case of a volunteer under age 18.

**EMERGENCY/MEDICAL
INFORMATION FORM
Skokie Park District**

VOLUNTEER

The following information is confidential and will be kept on file in the Facility Manager's office.

Volunteer's Name

Address	City	Zip
Cell Phone	Other Phone	
Birthdate	Gender	

Parent/Legal Guardian Name (complete if under 18 years and currently living with parent/guardian)

Cell Phone	Other Phone
------------	-------------

NOTIFY IN CASE OF EMERGENCY

The individuals listed below may be contacted in the event of an emergency or illness.

Name	Relation
Cell Phone	Other Phone
Name	Relation
Cell Phone	Other Phone

1.

<p>Do you (your child) have any allergies? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Please explain:</p>	<p>Do you (your child) have any special needs? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Please explain:</p>
<p>Any dietary restrictions? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Please explain:</p>	<p>Any fears or phobias? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Please explain:</p>

Are you (your child) on any medication? <input type="checkbox"/> yes <input type="checkbox"/> no Please explain:	
Will you have medication with you while volunteering? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, where will you keep it? <i>(Please label all medications and include directions for use.)</i>	
Are your (child's) immunizations up to date? <input type="checkbox"/> yes <input type="checkbox"/> no Please explain:	When was your (child's) last tetanus shot?
Please rate your swimming ability: <input type="checkbox"/> good <input type="checkbox"/> average <input type="checkbox"/> poor <input type="checkbox"/> non-swimmer	
SIGNATURES	
Volunteer's Signature	Date
Parent/Legal Guardian's Signature (if under 18)	Date
Staff Supervisor's Signature	Date

Volunteer Acknowledgement

Please sign this acknowledgement form and return to your volunteer supervisor before you report for volunteer duties.

I have received a copy of the Skokie Park District volunteer manual and have completed volunteer training. I am fully aware of existing policies; will adhere to all rules and regulations and feel I can perform my volunteer duties in a safe manner.

Volunteer's Signature: _____

Print Name: _____

Date: _____

Parent/Guardian Signature (if volunteer is under the age of 18):

Parent/Guardian Signature: _____

Print Name: _____

Date: _____