

# VOLUNTEER WORK PROGRAM GUIDELINES

The purpose of this Volunteer Work Program is to allow interested parties to participate in specific volunteer activities. The program requirements and guidelines are as follows:

## I. PROGRAM REQUIREMENTS

- The Parks Division of the Chief Administrative Office must approve the project and any related expenditures **prior to the start of the project.**
- All volunteers must be at least eighteen (18) years of age.
- All volunteers must understand and sign the "El Dorado County Registration and Acknowledgement Form".
- The "El Dorado County Registration and Acknowledgement Form" will be retained by the Department of Transportation for three (3) years following completion of the work.
- The Rubicon Trail must remain open and passable at all times during the work.
- All work must be within the easement only.
- **NO ALCOHOL OR ILLEGAL DRUGS MAY BE PRESENT AT ANY TIME DURING THE COURSE OF THE WORK.** No one should be operating machinery while taking prescribed or over the counter medication that recommends they not operate machinery. Anyone suspected to be under the influence of an illegal or controlled substance is to be dismissed for their own safety and the safety of those around them.

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## II. GUIDELINES

- 1) Obtain approval to complete the project by submitting the "Volunteer Project Information Sheet", documenting the project plan to the attention of Vickie Sanders at the Parks Division of the Chief Administrative Office.
- 2) Work with the Parks Division of the Chief Administrative Office to obtain materials and equipment necessary to complete the work.
- 3) Ensure all volunteers are properly trained in the safe and proper use of materials and equipment.
- 4) Create a safe work environment for the volunteers and the members of the public (safety clothing, signage during or after work is completed, and/or traffic controls)
- 5) Complete "Volunteer Project Summary" including before and after photos of the project area to the Parks Division of the Chief Administrative Office within 30 days of project completion.
- 6) Forward all "El Dorado County Volunteer Registration and Acknowledgement" forms to the Parks Division of the Chief Administrative Office within 30 days project completion.

# El Dorado County Volunteer Registration and Acknowledgement

Department \_\_\_\_\_

Name of Volunteer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contact \_\_\_\_\_ in case of emergency at ( \_\_\_\_ ) \_\_\_\_\_

Volunteer Duties (Describe briefly) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

In consideration of my volunteer work as outlined above, I understand that I am not entering into an employment relationship with El Dorado County and that I am not entitled to receive a salary or employee benefits including workers' compensation. I understand that either the County or myself may terminate this volunteer relationship at any time without notice. I also understand that I have an obligation to respect the confidentiality of any sensitive information or dealings, which may relate to my volunteer work and I agree that I will not disclose any information without the prior written authorization from the County. I understand that my obligation of confidentiality continues into perpetuity.

I understand that the County does not provide insurance coverage for personal vehicles. I hereby certify that I possess a valid California/Nevada driver's license, and that I have sufficient public liability and property damage insurance at least equal to the requirements of financial responsibility laws of the State of California (Vehicle Code Section 16430).

Volunteers participating in a County sponsored program, such as the Sheriff's SAR and STAR programs, Community Services "Meals on Wheels", etc., are afforded the same defenses as employees should a suit be brought against them arising out of their work for the County, provided that the volunteer work is authorized and within the defined limits of the job.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**COUNTY OF EL DORADO**  
**Parks Division, Chief Administrative Office**

**VOLUNTEER PROJECT INFORMATION SHEET**

Organization Name (if applicable):	
Project Supervisor:	
Date(s) project is scheduled:	
Project location:	
Description of work:	
Goals, Objectives & Expectations:	
Logistics (Supplies, Equipment, Tools)	
Source of Materials:	
Safety considerations:	
Approved by the Parks Division of the Chief Administrative Office:	Date:

**COUNTY OF EL DORADO**  
**Parks Division, Chief Administrative Office**

VOLUNTEER PROJECT SUMMARY SHEET

Provide a summary sheet for each project. Attach before and after photos.

Organization Name (if applicable):
Project Supervisor:
Date(s) project was completed:
Project location:
Description of work completed:
Describe how the work completed provided a fix or improvement:
Source of Materials :
Safety issues (if any):