

Instructions for Completing the Volunteer Program Agreement for Group Participation

Most of the agreement form is self-explanatory, however, there are some entries that may require further explanation.

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The date required on the first line of page 1, would be the day, month and year that the County Administrator or designee signs the contract--**LEAVE THIS BLANK**. The actual name of the Volunteer Group should be entered on the blank line preceding , e.g., Boy Scout Troop #123, "hereinafter referred to as 'VOLUNTEER GROUP'," (**indicate names of participating minors and adults on page 4**).

Following the W I T N E S S E T H: the description of the project is entered on the blank line following . . . "by engaging in," e.g., pulling air potato vines and digging up tubers at Lake Seminole Park. The Project Guidelines date will be indicated on the attached Project Guidelines and should also appear here.

Following the NOW THEREFORE:

A. VOLUNTEER GROUP

2. . . . *at least* _____ *years of age* would indicate the age requirement, and the balance of the sentence, the adult-to-youth supervision ratio.

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C. Both parties agree:

3. For the COUNTY:

This information would include that person designated by the participating department, their County address and department phone.

For the VOLUNTEER GROUP:

This information would include the group representative's (an **adult**, scout leader, etc.) address and phone.

5. This date is the same PROJECT GUIDELINES date as quoted in the WITNESSETH section.

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The Volunteer Group representative (**must be an adult**) first *prints* their name and any title that may be appropriate. Then they *sign* their name below their printed name.

Two adult witnesses are required to witness the Volunteer Group representative's signature. **The representative may not witness his or her own signature.** The two witnesses are to, likewise, print their names below their respective signatures.

Once the contract is returned to the Volunteer Service Program, they will secure the County Administrator's signature.

An example of an agreement is attached.

Pinellas County Employment & Volunteer Services
400 S Ft Harrison Ave, Rm 121
Clearwater, FL 33756

If further clarification is needed, please call 464-3945. Thank you.

AGREEMENT

This AGREEMENT, made and entered into on this ____ day of _____, _____, by and between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY," represented by its Board of County Commissioners, and _____, hereinafter referred to as "VOLUNTEER GROUP" (names of participating minors and adults must be indicated on page 4).

W I T N E S S E T H:

WHEREAS, the VOLUNTEER GROUP is desirous of participating in the COUNTY's Volunteer Program by engaging in _____, hereinafter called PROJECT, as more specifically described in the attached PROJECT GUIDELINES, dated _____; and

WHEREAS, COUNTY agrees to permit the VOLUNTEER GROUP to perform the services described in the PROJECT GUIDELINES;

NOW THEREFORE, it is agreed as follows:

A. VOLUNTEER GROUP shall:

1. Allow only such persons to participate as are determined by the VOLUNTEER GROUP Representative to be responsible enough to safely participate in the PROJECT.
2. Guarantee that participating youths are at least ____ years of age, and provided with adequate supervision. Adequate supervision shall include the requirement of at least one adult to supervise ____ youth.
3. Refrain from bringing any person to observe the PROJECT who is not an official participant.
4. Provide the COUNTY with a complete list of the participants prior to commencement of the PROJECT.
5. Provide Pinellas County Risk Management Department with a Certificate of Insurance indicating what insurance the VOLUNTEER GROUP agrees to hold during the performance of the PROJECT.
6. Indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the COUNTY from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property by or from the said VOLUNTEER GROUP; or by, or in consequence of any neglect in safeguarding the PROJECT; or on account of any act or omission, neglect or misconduct of the said VOLUNTEER GROUP; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the COUNTY.

(Over)

7. Perform to the best of its ability, the PROJECT described in the PROJECT GUIDELINES attached hereto.
8. Comply with the directions of COUNTY with regard to safety requirements as outlined in the PROJECT GUIDELINES attached hereto.
9. To supervise the participants as appropriate to the PROJECT at all times.
10. To ensure that the PROJECT area is left in a safe and clean condition at all times, and to remove any and all materials from the PROJECT site at the termination of work each day.

B. The COUNTY agrees:

1. To allow the VOLUNTEER GROUP access to COUNTY property as necessary to perform the PROJECT.

C. Both parties agree:

1. This CONTRACT may be terminated at any time upon written notice from the terminating party to the other party.
2. That this Agreement is not transferable nor assignable without the prior written consent of the COUNTY.
3. That the following shall be the designated contact people for this PROJECT:

For the COUNTY:

(List name, address and phone)

For the VOLUNTEER GROUP:

(List name, address and phone)

4. That this Agreement shall remain in effect, unless terminated as provided herein, until completion of the PROJECT.
5. This Agreement is for the PROJECT defined in the PROJECT GUIDELINES dated _____ and attached hereto only.
6. That this Contract shall consist of this Agreement as well as the following documents which are incorporated herein by reference:
 - a. The PROJECT GUIDELINES dated _____; and
 - b. The VOLUNTEER GROUP's Certificate of Insurance.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first written above.

Pinellas County

Witness: _____
(Signature)

Name: _____
(Print Name)

By: _____
Robert S. LaSala
County Administrator

Volunteer Group

Witness: _____
(Signature)

Name: _____
(Print Name)

By: _____
Volunteer Group Representative
(Print Name & Title)

Witness: _____
(Signature)

Name: _____
(Print Name)

Volunteer Group Representative
(Signature)

Approved as to form: _____
Assistant County Attorney

PLEASE INDICATE NAMES OF PARTICIPATING MINORS AND ADULTS BELOW:

Volunteer Group Name: _____

Date of Project: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

NON-PURCHASING CONTRACT REVIEW TRANSMITTAL SLIP**PROJECT:** _____

CONTRACT NO.: _____ ESTIMATED EXPENDITURE / REVENUE: N/A VOLUNTEERING (Circle or underline appropriate choice above.)

In accordance with Contract Administration and its Review Process, the attached documents are submitted for your review and comment.

Please complete this Non-Purchasing Contract Review Transmittal Slip below with your assessment, and **forward to the next Review Authority on the list, skipping any authority marked "N/A."** Indicate suggested changes by noting those in "Comments" column, or by revising, in RED, the appropriate section(s) of the document(s) to reflect the exact wording of the desired change(s).

OTHER SPECIFICS RELATING TO THE CONTRACT: Youth group to volunteer at County parks for cleanup. Two similar agreements, 2 groups of students doing similar work at different locations with different chaperones. _____

REVIEW SEQUENCE	DATE	INITIALS/ SIGNATURE	COMMENTS (IF ANY)	COMMENTS REVIEWED & ADDRESSED OR INCORPORATED <i>ORIGINATOR'S INITIALS & DATE</i>
Originator	_____	_____	_____	_____
Risk Management	_____	_____	_____	_____
OMB (see Contract Review Process)	_____	_____	_____	_____
Finance (see Contract Review Process)	_____	_____	_____	_____
Assistant County Administrator	_____	_____	_____	_____
Legal	_____	_____	_____	_____

Please return to _____ by _____. All inquiries should be made to _____ ext. _____. Thank you.