Stars

SERVING TOGETHER, ACHIEVING RECREATIONAL SUCCESS

ORANGE COUNTY PARKS & RECREATION

VOLUNTEER

The Best Things in Life are Free!

As a volunteer, you are joining the Orange County Parks and Recreation Division at a very exciting time! We have over 100 beautiful parks with amenities that appeal to guests of all ages. Orange County Parks and Recreation encourages individuals, companies, civic groups and neighborhood associations to volunteer their time at the park of their choice. Rewarding experiences and great friends are made while beautifying parks, maintaining natural areas or working with youth in one of our exciting sports programs and helping in our senior programs.

Benefits of Volunteering

- Volunteers share talents and gifts to the community through important programs.
- Volunteers receive special training, identification and recognition for their contributions to the community.
- Volunteers improve the quality of life in your community and beautify your local parks.
- Volunteer coaches (only) receive a T-shirt and a $25 credit to be used for a 90-day fitness-center membership or toward a program fee.

How to Volunteer

First complete the *Volunteer Application* and the *Background Investigation Disclosure and Authorization* form included in this packet. *The Background Investigation Disclosure and Authorization* form *is not required for group or special event volunteers.* Turn in these forms directly to the park site where you wish to volunteer. Volunteer applications shall not be processed without approval from the park site. Once the application has been processed and the background screening cleared, staff shall contact you to let you know when you can start your volunteer hours.

Volunteer coaches will be issued a T-shirt, which must be worn at all times when volunteering.

Continuous service volunteers may be provided with a volunteer T-shirt to be worn while volunteering.

Minimum age for unchaperoned volunteers is 16. Should a child under the age of 16 like to volunteer for any Parks & Recreation's programs, they must be accompanied by their parent or legal guardian at all times during their volunteer work.

Minimum age for coaching positions is 18. Management approval shall be based on the perceived maturity level and ability to operate under high-stress environments.

Volunteer Application

Name of applicant: ______________________________

First Name | Full Middle | Last Name

Contact Information

Address	City	State	ZIP

Primary Phone	Secondary Phone

Email

Emergency Contact

Name	Phone

Education/Skills

Select your highest level of education:

- ○ High School or GED
- ○ Some College
- ○ 2 Years of College
- ○ 4 or more years of College

Select all that apply:

- ☐ Microsoft Word
- ☐ Excel
- ☐ PowerPoint
- ☐ Teams
- ☐ Typing: WPM ______________
- ☐ CPR
- ☐ First Aid
- ☐ Child Development Association
- ☐ Language(s) you speak other than English: ______________________

Please list any relevant volunteer or work experience

Availability

Date you can start	Number of hours per day

Time of day you are available for the days you are available (if not available leave blank)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Volunteer Positions choose one of the following

- ○ **Campground Host:** Assist with campground events and activities, perform light maintenance and janitorial and serve as initial point of contact for after-hours and overnight camper emergencies.
- ○ **Group Volunteers:** Single event/group project visits at our park sites.
- ○ **Instructor:** Lead classes or other activities at our various sites.

  Name of class or activity

  ____
- ○ **Special Events Volunteer:** Assist staff with job duties for event activities. (Single Event)
- ○ **Scorekeeper/Scoreboard Operator:** Youth and/or adult official game record keeping and scoreboard operations. Recording game time, running score, team fouls, individual fouls, time outs, team possession, lineups and substitutions.
- ○ **Teen Volunteer:** Teens 16 years or older can volunteer in a variety of ways. Teens under the age of 16 must be accompanied by a parent/legal guardian during their entire volunteer time. These volunteers need management approval.
- ○ **Youth Sports Coach:** Organize and administer all aspects of the program for the assigned sport, working with staff to provide a quality program and encourage student athletes and parents in both athletic excellence and good sportsmanship.

Coaches Only

Park Site: ☐ Head Coach ☐ Assistant Coach

Preferred Player Ages:	Sport:	Season:

OCPR-FM14 8/25

Volunteer Application

List Three References (may be from current or previous jobs)

Name		Phone		
Address	City		State	ZIP
Name		Phone		
Address	City		State	ZIP
Name		Phone		
Address	City		State	ZIP

Volunteer Agreement

As as a volunteer at Orange County Parks and Recreation

I shall notify a supervisor or staff when I can no longer volunteer or cannot report as scheduled.

I shall arrive on time and meet commitments, because someone is counting on me!

I shall be courteous to staff, members of the public, and other volunteers.

I shall attend mandatory meetings for youth sports programs.

I shall attend training sessions offered by Parks and Recreation.

I shall if coaching, remain with the team for the duration of the season.

I shall if applicable, turn in equipment at the end of the season.

I shall be reliable in fulfilling my part of any work agreement.

I shall seek and accept the guidance and support needed to complete assignments.

I shall present a positive public image that speaks well of the park or facility and the Parks and Recreation Division.

I shall abide by Orange County's non-smoking guideline. (Administrative regulations executive order #10.001)

I shall actively participate as a team member with others on the staff.

I shall abide by the basic operational and safety rules that exist at the park or facility.

I shall immediately report all accident or personal safety incidents to the assigned staff or supervisor.

I shall wear appropriate safety protection gear.

I understand that I may be working outdoors where I may experience heat and nature's creatures.

____

Applicant Name (First, Full Middle, Last)

______________________________ ____________________

Applicant Signature Today's Date

Registration Card

Office Use Only: Additional Forms ◯ Yes ◯ No

Program Participant (first name)	(last name)	Date of Birth	Age	◯ Male ◯ Female
Park Site	Program Name	Program Start Date	Program End Date	
School Attending			Grade	

Primary Parent/Guardian Information

For organizations leave the first name, gender and birthdate fields blank

Last Name (or Organization Name)	First Name		
Street Address	Apt/Suite/Unit/Bldg.		Orange County Resident ◯ No ◯ Yes
City/Township/Territory	State	ZIP	Country
Primary Phone		Ext/Intn'l #	Phone Type (Cell, Work, Home etc.)
Secondary Phone		Ext/Intn'l #	Phone Type (Cell, Work, Home etc.)
Email		Gender	Birthdate
OCBCC Employee? ◯ No ◯ Yes	Relationship to Participant		

Emergency Contact Information

Custodial Parent/Legal Guardian	Relationship	Work Phone	Mobile Phone
Emergency Contact Name	Relationship	Work Phone	Mobile Phone
Emergency Contact Name	Relationship	Work Phone	Mobile Phone

NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF ORANGE COUNTY USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM ORANGE COUNTY IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND ORANGE COUNTY HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

PARTICIPANT CONSENT RELEASE

I (or my child/children) am voluntarily participating in this program, class or event written above. In return for the opportunity to participate, I voluntarily for myself (or my child/children) waive, release, indemnify and hold harmless Orange County and its officers and employees from any liabilities, claims, damages, injuries, losses and expenses including reasonable attorneys fees and cost whatsoever, including those for personal injury, death or property damage, which may arise from or in connection with participation in this program, class or event.

Should this registration be for one of my minor children, I hereby consent to emergency treatment and transportation of my minor child for any condition which may arise during, from or in connection with participation in this program, class or event and I shall be responsible for the payment of all costs associated with such emergency treatment or transportation.

Further, I hereby give permission to Orange County to use any photographs taken by the County, its officers, employees, or agents, of either me or my child/children during participation in this program, class or event. I agree such photographs shall be the property of Orange County and I am not entitled to compensation of any kind for the use of such photographs. I agree to abide by all county ordinances and Parks and Recreation rules and regulations, and understand that Orange County has the right to close registration and to change fees and requirements when necessary. This release shall remain in effect until canceled in writing.

SIGNATURE REQUIRED OF ALL PARTICIPANTS
If under 18, signature of custodial parent/legal guardian

DATE

Original: Site / Copy: Customer

ORANGE COUNTY GOVERNMENT
HUMAN RESOURCES DIVISION

Social Security Number Collection Disclosure Statement

Pursuant to Section 119.071(5), Florida Statutes, Orange County Government is requesting your social security number (SSN) for one or more of the following purposes: to comply with federal laws requiring the County to report income and SSNs for all employees and eligible retirees to whom it pays compensation; to maintain internal identification and to track records for use in administering payroll, tax reporting and benefits processing; to verify employment status, history and eligibility; to conduct background checks and drug test screening.

Orange County Government is dedicated to ensuring the proper handling of confidential information relating to its employees and to ensuring their privacy.

Background Investigation Disclosure and Authorization

Background Investigation Disclosure

Orange County Parks and Recreation (the Company) may obtain information about you from a third party consumer reporting agency for participation purposes. A consumer report is a compilation of information that might affect your ability to participate with the Company. Thus, you may be the subject of a consumer report which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (driving records), verification of your education or employment history (including income), or other background checks. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by the National Center for Safety Initiatives (NCSI); 1853 Piedmont Road Suite 100, Marietta, GA 30066; tel. # 866-996-7412; www.solutions.ncsisafe.com. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your participation.

Acknowledgment and Authorization

I have carefully read and understand the disclosure regarding procurement of consumer reports provided by Orange County Parks and Recreation (the Company) and this authorization to obtain a consumer report. By my signature below, I hereby consent to the preparation by the National Center for Safety Initiatives (NCSI), a consumer reporting agency located at 1853 Piedmont Road Suite 100, Marietta, GA 30066; tel. #866-996-7412; www.solutions.ncsisafe.com, of background reports regarding me and the release of such reports to the Company and its designated representatives, to assist the Company in making a participation decision involving me at any time after receipt of this authorization and throughout my participation engagement, to the extent permitted by law. By my signature below, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to NCSI and/or the Company itself and authorize NCSI to provide such information to the Company. I further certify the information provided on and in connection with this form is true, accurate and complete. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.

Applicant name: ____

First Name Full Middle Last Name

______________________________ ______________________

Applicant Signature Today's Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address form the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

The following FCRA right applies with respect to nationwide consumer reporting agencies**:**

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a security freeze on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is 3 placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

For information about your federal rights, contact:

TYPE OF BUSINESS	CONTACT
1. a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates.	1. a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB.	b. Federal Trade Commission Consumer Response Center, 600 Pennsylvania Avenue, N.W., Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	2. a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.	b. Federal Reserve Consumer Help Center, P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street, Alexandria, VA 22314
3. Air carriers	3. Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E., Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	4. Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W., Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	5. Nearest Packers and Stockyards Administration area supervisor.
6. Small Business Investment Companies	6. Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200, Washington, DC 20416
7. Brokers and Dealers	7. Securities and Exchange Commission 100 F Street, N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	8. Farm Credit Administration 1501 Farm Credit Drive McLean VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	9. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W., Washington, DC 20580 (877) 382-4357

Background Screening Request

Applicant name: ____

First Name | Full Middle | Last Name

List all other names you have used: (Alias, maiden)

Applicant information

Social Security Number	Date of Birth	Sex ◯ Male ◯ Female

Race ◯ Black ◯ White ◯ Hispanic ◯ Asian/Pacific Islander ◯ American Indian ◯ Other

Present Address (NO P.O. Box addresses)	City	State	ZIP

Phone	Email

Have you ever been convicted of **or** arrested for a MISDEMEANOR or FELONY other than minor traffic violations and/or placed on probation, fined or given a suspended sentence in court? Include any convictions by military trial and any criminal charges for which you are awaiting trial. List all cases other than minor traffic violations. Driving under the influence, reckless, and/or hit-and-run charges are ***not*** minor traffic violations. Your fingerprints may, at some point, be sent to State and Federal agencies and all service will be subject to satisfactory review of any criminal convictions. NOTE: A full disclosure by you is to your advantage, as your record does not constitute an automatic bar to service. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. FAILURE TO ADMIT CONVICTIONS SHALL RESULT IN DISQUALIFICATION.

◯ YES ◯ NO

Screening and Eligibility

To provide a safe and secure atmosphere for our community, all volunteers, employees, and contractors shall be screened. Annual checks shall be completed on all Temporary staff employed by Orange County Parks and Recreation. The Parks and Recreation Division shall incur all costs of the background screenings. All information received from the background check applications and reports shall be used for the purpose of determining applicant's eligibility as an employee, contractor, volunteer or participant with Orange County Parks and Recreation. All arrests and convictions shall be examined in order to determine whether the incident is related to the volunteer position. In these situations eligibility determinations are based on a minimum of the last five years. The Orange County Parks and Recreation Division reserves the right to make changes to the Background Screening Eligibility Criteria whenever deemed necessary for the safety and protection of our community without notification to the applicant.

ELIGIBILITY CRITERIA

NO student intern, contractor, casual labor, volunteer or on call applicant shall be accepted who has been:

A. Arrested or convicted of any crime involving sexual misconduct with or against a minor.
B. Arrested or convicted for any type of violent crime.
C. Arrested or convicted of any crime involving illegal drugs or alcohol
D. Arrested or convicted of child abuse or domestic violence.

FOR VOLUNTEERS ONLY

Any volunteer denied work with Orange County Parks and Recreation may appeal in writing to the Division Manager for reconsideration. The volunteer must be willing to produce and discuss his or her record(s).

REASON FOR SCREENING

(Check one) ◯ Employment ◯ Vendor ◯ Instructor ◯ Volunteer ◯ Returning Volunteer

COACHES ONLY

Sport	Season	Age Group	# of teams	Coach ☐ Head ☐ Assistant	Preferred practice day

ADMINISTRATIVE USE ONLY

Site Location	Date Received
Program	Season

Site Supervisor Approval	Program Manager Approval