

City of Sun Prairie
Parks and Recreation Department

Teen Community Leaders Volunteer Program Application & Information Packet



Summer 2019

General Information

The City of Sun Prairie Parks and Recreation Department would like to thank you for your interest in the Teen Community Leaders (TCL) Volunteer Program! The TCL program is designed for teens ages 12-17 who would like to fill their summer with meaningful community service and work experience by volunteering for a variety of different summer Parks and Recreation programs.

Being a TCL is a rewarding job! As a TCL, you will have the opportunity to gain on-the-job training, develop your leadership skills and make a positive impact in your community.

We ask that all TCL's commit to attending one TCL Workshop which will provide training, expectations and leadership skill building prior to receiving your volunteer assignment. Additionally, if you apply as a TCL, we ask that you commit to a minimum of 15 hours during the summer.

Teen Community Leaders Program Objectives

- **Leadership:** Our main objective is to provide all volunteers with a meaningful and quality experience. Upon conclusion of the summer, volunteers will have developed and grown their leadership skills through hands-on, practical application.
- **Community Engagement:** The Teen Community Leaders program is supported by the City of Sun Prairie and community partners. It is our goal to engage teens and get them involved. It is our hope that all volunteers will walk away with a greater appreciation for engaging in their community.
- **Safety & Wellbeing:** Volunteers will be provided with a safe and healthy environment in all volunteer opportunities. They will have a site leader who may serve as a mentor that is accessible to them at all times to provide an open, comfortable and safe learning environment.
- **Continued Involvement:** It is the goal of the Parks and Recreation Department that our TCL's will continue to be involved in the program each summer. We will provide TCL's with the skills, knowledge and experience for a job leading and instructing programs, whether it is for the City or another youth-serving organization.

Staff Commitment: Sun Prairie Parks and Recreation staff appreciate all of our volunteers and are committed to their personal growth. We will work with our Teen Community Leaders to provide them with a wide variety of learning opportunities and provide them with coaching when necessary. It is our hope to see TCL's gain a passion and commitment to community service and volunteerism.

5 Steps to Becoming a Teen Community Leader:

1. Have a parent/guardian register you for a TCL Workshop

Three workshops will be held – you only need to register for one of them:

Saturday, June 1	10:00 am – 11:00 am	Code: 2156384.1
Wednesday, June 19	10:00 am – 11:00 am	Code: 2156384.2

Registration can be completed online at <http://rec.cityofsunprairie.com>, mailed to/dropped off at 2598 West Main Street (Westside Community Service Building), faxed to (608) 825-0716, or e-mailed to: rec@cityofsunprairie.com. For all methods EXCEPT for online registration, the registration form attached to the back of this packet must be filled out (pages 11 & 12).

2. Fill out a TCL Application (page 9 of this packet)

3. Return your TCL Application to the Parks and Recreation Department by the application deadline for the TCL Workshop you will be attending

<u>Workshop Date</u>	<u>Deadline</u>
June 1:	Thursday, May 24, 4:30 pm
June 19:	Wednesday, June 12, 4:30 pm

Applications may be mailed to/dropped off at the Westside Community Service Building (2598 West Main St), faxed to (608) 825-0716, or e-mailed to rec@cityofsunprairie.com

4. Attend the TCL Workshop

You will receive your volunteer assignment at the workshop!

5. Begin Volunteering!

MARK YOUR CALENDAR! Wednesday, August 14

An end of summer celebration will take place for all TCL's at the Family Aquatic Center. The celebration will include free pizza, VIP seating under the north shade shelter and a brief recognition ceremony. More information to come.

For more information regarding the TCL Program, please contact Kristin Grissom at (608) 837-3449 or at kgrissom@cityofsunprairie.com

Volunteer Opportunities

Below is a list of the programs/events that the Parks and Recreation Department is seeking volunteers for. Please note that some programs require a commitment to the full program as a pre-requisite. Minor schedule conflicts will not necessarily bar a volunteer from being assigned to their program of choice, but consistency is taken into consideration when making assignment selections.

Page numbers of the Summer Fun Guide are listed for each program below. Please refer to Summer Fun Guide for detailed descriptions of programs, age groupings and locations.

The Summer Fun Guide may be found online at: <http://rec.cityofsunprairie.com>

Community/Family Events:

Candy Bar BINGO (pg. 16):

Description: Setup/Takedown, passing out materials, calling numbers, assisting participants, handing out prizes, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>
Friday, June 15	12:30 – 3:15 pm	V101

Concerts in the Park (pg. 11):

Description: Setup/Takedown, Crowd Control, Information Booth, Leading Activities/Crafts

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>
Tuesday, June 11	5:30 – 7:30 pm	V102
Tuesday, June 18	4:30 – 8:30 pm	V103
Tuesday, June 25	5:30 – 7:30 pm	V104
Tuesday, July 9	5:30 – 7:30 pm	V105
Tuesday, July 23	4:30 – 8:30 pm	V106

Movies in the Park (pg. 11):

Description: Setup/Takedown, Crowd Control, Information Booth, Leading Activities/Crafts

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>
Saturday, June 22	5:00 – 7:00 pm	V107
Friday, July 23	5:30 – 8:00 pm	V108
Friday, August 9	5:30 – 8:00 pm	V109

The Wild Cardinal Scavenger Hunt (pg. 16):

Description: Setup/Takedown, passing out materials, running a station, team registration, passing out prizes, etc.

<u>Date</u>	<u>Time Needed</u>	<u>Volunteer Code</u>
Saturday, July 20	8:00 am – 3:00 pm	V110

Preschool Programs:

Lil Kickers Soccer (pg. 17):

Description: Setup/Takedown, passing out materials, assisting children with projects, prepping materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Wed, June 19 – July 24	5:00 – 6:15 pm	V111	Must attend all meeting dates

Lil Sluggers T-Ball (pg. 17):

Description: Setup/Takedown, passing out materials, assisting children with projects, prepping materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Wed, June 19 – July 24	3:45 – 5:00 pm	V112	Must attend all meeting dates

Tot Lot (pg. 18):

Description: Setup/Takedown, passing out materials, assisting children with projects, prepping materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon – Th, June 17 – June 27	9:45 – 11:00 am	V113	Must attend all meeting dates
Mon – Th, July 15 – July 25	9:45 – 11:00 am	V114	Must attend all meeting dates

Tumble Tots (pg. 17):

Description: Setup/Takedown, passing out materials, assisting children with projects, prepping materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Fri, July 12 – Aug 16	8:45 – 11:00 am	V115	Must attend all meeting dates

Where in Sun Prairie: Park Crawl Edition (pg. 19):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon – Th, July 9 – July 11	9:15 – 11:15 am	V116	Must attend all meeting dates

Youth Programs:

Basketball Camp (pg. 26):

Description: Setup/Takedown, prepping materials, passing out materials, assisting children, handing out materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon- Th, June 17 – June 27	12:45 – 2:00 pm	V117	Grades K & 1
Mon- Th, June 17 – June 27	2:00 – 3:15 pm	V118	Grades 2 & 3
Mon- Th, June 17 – June 27	3:15 – 4:45 pm	V119	Grades 4 & 5
Mon- Th, Aug 5 – Aug 15	8:45 – 10:00 am	V120	Grades K & 1
Mon- Th, Aug 5 – Aug 15	10:00 – 11:15 am	V121	Grades 2 & 3
Mon- Th, Aug 5 – Aug 15	11:15 am – 12:45 pm	V122	Grades 4 & 5

Doll Series (pg. 29):

Description: Setup/Takedown, prepping materials, passing out materials, assisting children, handing out materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>
Tuesday, June 25	12:45 – 2:45 pm	V123
Tuesday, July 16	12:45 – 2:45 pm	V124
Tuesday, August 6	12:45 – 2:45 pm	V125

Kids at the Park! (pg. 20):

Description: Setup/Takedown, setting up & leading games/activities, prepping materials, leading craft projects, participating in games, encouraging children to participate, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon-Th, June 17 – Aug 8	12:30 – 4:30 pm	V126	Must attend 3 hours/week with consistent days/times

Kids in the Kitchen (pg. 21):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon – Th, June 24 – June 27	12:45 – 3:15 pm	V127	Must attend all meeting dates

Kindercooking (pg. 22):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon – Th, July 22 – July 25	12:45 – 2:45 pm	V128	Must attend all meeting dates

Mad Science Camp (pg. 21):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon – Th, July 8 – July 11	12:45 – 2:45 pm	V129	Must attend all meeting dates

Playground & Water Games Camp (pg. 22):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon – Th, July 15 – July 18	12:45 – 2:45 pm	V130	Must attend all meeting dates

Slime Time (pg. 29):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Th, July 11	12:45 – 2:45 pm	V131	

Volleyball Camp (pg. 26):

Description: Setup/Takedown, prepping materials, passing out materials, assisting children, handing out materials, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon- Th, July 8 – July 18	3:45 – 5:00 pm	V132	Grades 2 & 3
Mon- Th, July 8 – July 18	5:00 – 6:30 pm	V133	Grades 4 & 5
Mon- Th, Aug 12 – Aug 22	3:45 – 5:00 pm	V134	Grades 2 & 3
Mon- Th, Aug 12 – Aug 22	5:00 – 6:30 pm	V135	Grades 4 & 5

Youth Track & Field (pg. 25):

Description: Setup/Takedown, prepping materials, handing out materials, demonstrating activity, assisting children with activities/crafts, etc.

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>	<u>Notes:</u>
Mon/Th, June 3 – July 22	5:45 – 7:45 pm	V136	Age restrictions may apply

Family Aquatic Center Programs:

FAC Special Events (pg. 49):

Description: Setup/Takedown, Crowd Control, Information Booth, Leading Activities/Crafts

<u>Date(s)</u>	<u>Time Needed</u>	<u>Volunteer Code</u>
Saturday, July 27	12:00 – 5:30 pm	V137

General FAC Help:

Description: Program prep, answering phones, filing papers, program setup/takedown, printing rosters, water breaks for lifeguards, etc.

Volunteer Code: V138

**Dates and times may vary – if interested in this opportunity, we ask that you commit to a regular weekly schedule with a minimum of 4 hours per week. Hours are Monday – Friday, 12:00 – 4:30 pm and Sat & Sun, 12:00 – 5:30 pm. On the application, please indicate (1) the day(s) of the week, (2) time(s) that you are able to work, and (3) the first date you are available and the last day you are available. (Ex: Mondays and Wednesdays from 1:30 – 4:00 pm. Start: June 17, end July 18)

Miscellaneous:

General Office Help:

Description: Program prep, answering phones, filing papers, program setup/takedown, printing rosters, etc.

Volunteer Code: V139

**Dates and times may vary – if interested in this opportunity, we ask that you commit to a regular weekly schedule with a minimum of 4 hours per week. Office hours are Monday – Friday, 8:00 am – 4:30 pm. On application, please indicate (1) the day(s) of the week, (2) time(s) that you are able to work, and (3) the first date you are available and the last day you are available. (Ex: Mondays and Wednesdays from 1:30 – 4:00 pm. Start: June 17, end July 18)

TCL Expectations

Attendance:

Volunteers are depended upon to work the hours that they have committed to. Be sure to know when you are scheduled to work and/or what programs you have committed to volunteer for. If you are unable to make a volunteer commitment, please contact the Parks and Recreation Department front desk as soon as possible at (608) 837-3449. Please pay close attention to the dates/times that each program meets prior to listing them on your application. Having a minor schedule conflict will not necessarily bar a TCL from receiving their program(s) of choice, but when selecting TCL assignments, consistency is taken into consideration.

Transportation:

TCL's are responsible for their own transportation to and from their volunteer assignments. Teens may leave on their own upon conclusion of the program, but require parent/guardian permission to do so. If teens do not have permission, it is the expectation that they will stay on site with a Parks and Recreation staff member until they are picked up by an authorized adult. Parents/Guardians must check the box and sign under the "Teen Sign-Out" acknowledgement on the TCL Application in order to allow teens to sign themselves out.

Customer Service:

Please be aware that as a volunteer, you are an extension of the City of Sun Prairie's Parks and Recreation Department. The City prides itself on providing top-notch customer service. We ask that volunteers exemplify exceptional customer service by being friendly and helpful. If you are unsure of an answer or what to do, please ask a staff member who will be happy to assist and coach you.

Dress Code:

A TCL t-shirt will be distributed to each volunteer. Please arrive wearing your TCL shirt to every shift or volunteer opportunity. If you are volunteering for a program that runs more than twice per week, we will provide you with an additional t-shirt. Please be sure that your shirt is clean, wrinkle-free and that you are presentable as you are a reflection of the City of Sun Prairie Parks and Recreation Department.

Logging Hours:

We rely on our volunteers to track their hours for reporting purposes. Please log your time for every volunteer shift. A time log will be provided to you at the TCL Workshop.

Cell Phones:

While volunteering, please have your cell phone or device put away and out of sight. If you need to make or take a phone call, please inform a Parks and Recreation staff member who will cover your duties while you place the phone call out of the view of the public.

Code of Conduct:

All volunteers are required to conduct themselves in a professional manner at all times. Any volunteer who is not following directions, acting inappropriately, representing the City in a negative manner or demonstrating a lapse in judgement may be asked to leave for their shift or may be subject to dismissal for the remainder of the summer.

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PROGRAM REGISTRATION FORM

CITY OF SUN PRAIRIE PARKS AND RECREATION DEPARTMENT • DUPLICATE AS NEEDED

2588 West Main St. • Sun Prairie, WI 53590 • 608-837-3449 • Fax: 608-825-0716 • rec@cityofsunprairie.com

Event organizer: Full name(s): _____

Primary home address: _____

Secondary/home address (if applicable): _____

Please check one: City of Sun Prairie resident Wisconsin resident (by default) Non-resident

Home phone: _____

Cell phone: _____ Alternate cell phone: _____

Work phone: _____ Company name: _____

Chief (Required for events and sports or programs you are organizing): _____

<input type="checkbox"/> I have read and agree to the CONCUSSION INFORMATION DOCUMENT <small>(Please refer to the link on page 10 for additional information.)</small> <input type="checkbox"/> I have completed the Waiver of Liability on reverse page.	T-shirt sizing options <small>YOUTH SIZE: YS (youth small) 8-9, YM (youth medium) 10-11, YL (youth large) 12-13 ADULT SIZE: AS (adult small) AM (adult medium) AL (adult large) AX (adult extra large) To ensure accurate and consistent sizing, please contact us for our Measurement Checklist at info@cityofsunprairie.com</small>
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PARTICIPANT #1

Full name: _____

Date of birth (IMMEDIATELY adjacent): _____

Gender (check one): Female Male

T-shirt size (if applicable, see above): _____

Food/allergies/dietary restrictions? (check one) YES NO

Options: _____

Special assistance needed? (check one) YES NO

Options: _____

Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	
Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	
Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	
Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	

FEE SUBTOTAL FOR PARTICIPANT #1: _____

PARTICIPANT #2

Full name: _____

Date of birth (IMMEDIATELY adjacent): _____

Gender (check one): Female Male

T-shirt size (if applicable, see above): _____

Food/allergies/dietary restrictions? (check one) YES NO

Options: _____

Special assistance needed? (check one) YES NO

Options: _____

Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	
Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	
Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	
Program name: _____	Fee: _____
Registration #: _____	
Alternate program: _____	Fee: _____
Registration #: _____	

FEE SUBTOTAL FOR PARTICIPANT #2: _____

Total fees for participants 1-2: \$ _____ *Scholarship donation: \$ _____ TOTAL AMOUNT ENCLOSED: \$ _____	*Scholarship Donations <small>*Mark Up! To maximize activity revenue, your total fees to help provide assistance for those unable to afford the program fees for recreation activities.</small>
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FORM OF PAYMENT (circle one) cash check credit

Cash \$ _____ Check # _____ Check # _____ (check or debit card with City of Sun Prairie logo must be used for cash)

American Express Credit: \$ _____ Name credit is under: _____

Debit/Credit Card (circle one): American Express MasterCard Visa Name as it appears on card (please print): _____

Card #: _____ Expiration Date (MM/YY): _____ Card Security Code (last 3 of back of card): _____

Card holder's signature: _____

WAIVER & RELEASE OF LIABILITY FORM

CITY OF SUN PRAIRIE

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE PARK & RECREATION OFFICE AT (608) 387-3449 WEEKDAYS BETWEEN 9:00 AM AND 4:30 PM.

By signing the Waiver of Liability, I understand that any activity with the City of Sun Prairie Parks and Recreation Department has inherent risks associated with it, which could result in harm and/or losses to myself or my child(ren) whether or not known or readily foreseeable at this time, and which might result not only from my own act of omission, but also from the actions, inactions or negligence of others, or the condition of the premises or equipment used. No accident or other insurance is provided through the City of Sun Prairie.

By signing this Waiver of Liability, I fully accept all such risks of any injury, damage or loss regardless of severity that may be sustained and all responsibility for losses, costs and damages incurred in any and all activities connected with or associated with the City of Sun Prairie Parks and Recreation Department.

By signing this Waiver of Liability, I agree to waive, relinquish, discharge, release and covenant not to sue the City of Sun Prairie, Wisconsin, its officers, employees and agents from all claims of injury, damage, or loss that may accrue arising out of, connected with, or in any way associated with the activities with the City of Sun Prairie Parks and Recreation Department as identified in this Waiver of Liability. This Waiver of Liability does not apply intentional misconduct of the City of Sun Prairie.

Medical Emergency Release Waiver for Minors

In the event of a medical emergency, I authorize the Parks and Recreation Department staff to obtain medical treatment for myself or my son/daughter or minor for which I am a guardian.

Photographic Release

By signing the Waiver of Liability, I hereby grant and convey unto the City of Sun Prairie all right, title, and interest in any and all photographic images and video or audio recordings made by the City of Sun Prairie during the undersigned's Activities with the City of Sun Prairie, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

I have read this Waiver and Release of Liability thoroughly and fully understand and enter into it on behalf of myself, my heirs, next of kin, assigns, and personal representatives. No one has made any representations, statements, or inducements that change or modify anything written in this Waiver and Release of Liability.

Print Name of Participant

Print name of Parent/Guardian
(if participant is a minor)

Age of child
(if participant is a minor)

Parent/Guardian or Adult Participant Signature

Address

City, State, Zip

Phone Number

Date

Witness:

Signature

Date

Printed Name

Phone