



PARKS & RECREATION

LINCOLN CITY

LINCOLN CITY PARKS & RECREATION VOLUNTEER APPLICATION PACKET

Thank you for your interest in volunteering with the City of Lincoln City. We appreciate your service and look forward to welcoming you to the Lincoln City family of volunteers.

Lincoln City Parks & Recreation Volunteers are eligible for great incentives:

- A 20-use punch pass Community Center membership will be available to volunteers. Passes will be valid for one year from issue date or until the punches are used. This can be shared with your family or friends!
- Eligible volunteers include:
 - Coaches who volunteer for a youth sports season
 - Class instructors who commit to 3-months or more
 - Completed (and tracked) 20 hours in Parks/Open Spaces or special events
- Workers Compensation Coverage is in place for all volunteers.

This packet contains the following:

- 1) Volunteer Application
- 2) Background Check Disclosure and Authorization
- 3) A Summary of Your Rights Under the Fair Credit Reporting Act
- 4) Parental Consent Form
- 5) Volunteer Information Form
- 6) Volunteer Timesheet
- 7) Volunteer Code of Ethics

Please complete the Volunteer and Intern Application and Placement Form, complete and sign the Background Check Disclosure and Authorization Form (please keep the Summary of your Rights under the Fair Credit Reporting Act) and complete the Volunteer Information Form. Return them to Recreation Supervisor Boone Marker or Parks and Open Space Supervisor Monte Demaris.

We will conduct a criminal background check prior to hiring you for any volunteer activity. If you are hired as a volunteer, a criminal background check will be conducted annually. A very stringent review of your full criminal background is legally required for work with children. (If you have any questions about this process or what kinds of things could stop us from hiring you, please the Human Resources Director at 541-996-1201).

Time tracking is required. Please keep the Volunteer Timesheet and complete it for each day you volunteer. Turn it in to the Parks and Recreation Manager at the end of the volunteer activity.

March 2023

Lincoln City Parks & Recreation Volunteer and Intern Application and Placement Form

Name: _____ Daytime phone: () _____

Address: _____ Evening phone: () _____

City/State: _____ Zip: _____ E-mail: _____

Are you under 18 years of age? ___ Yes ___ No

Current employer or school: _____ Phone: () _____

Education, work or volunteer experience: _____

Skills or certification: _____

City department or volunteer assignment that most interests you:

Languages you speak: _____ Or write: _____

Check off the days of the week you are available or prefer: Hours: _____

SUN ___ MON ___ TUES ___ WED ___ THURS ___ FRI ___ SAT ___

Personal reference (not a relative)

Name: _____ Phone: () _____ Relationship: _____

Address: _____ City/State/Zip: _____

Volunteer or paid work reference

Name: _____ Phone: () _____ Relationship: _____

Address: _____ City/State/Zip: _____

Please note: If you volunteer to work for Lincoln City Parks & Recreation, a background check will be conducted at time of appointment and annually thereafter. Work with children requires a very stringent review of your full criminal history.

I give my permission for the named references to be contacted either verbally or in writing. I also understand that information obtained will be used only in conjunction with a Lincoln City Parks & Recreation volunteer position. All of the information on this application is true to the best of my knowledge.

Signature: _____ Date: _____

**Return completed application to: Lincoln City Parks & Recreation
2150 NE Oar Place
Lincoln City, OR 97367**



Lincoln City Parks & Recreation Volunteer Info Form

Full Name: _____

Hire Date: _____ Position: _____

Department: _____ Manager: _____

Personal E-mail Address _____

Emergency Contact Name: _____

Emergency Contact Relationship: _____

Emergency Contact Information: _____ / _____
Home phone Work phone

Volunteer Signature _____ Date _____

All private information will be kept strictly confidential.



Lincoln City Parks & Recreation Parental Consent Form

In order for your child to become a volunteer with the City of Lincoln City, we need your consent. Please read and sign this Parental Consent Form if you would like the City of Lincoln City to continue the process of considering your child as a volunteer.

Note: This Parental Consent Form must be filled out for all volunteers under age 18.

Name of youth volunteer: _____
Volunteer Work Site: _____

I understand that my child (named above) wishes to be considered for volunteer work at the City of Lincoln City and I hereby give my permission for him/her to serve in that capacity, if accepted. I understand that he/she will be provided with orientation and training necessary for the safe and responsible performance of his/her duties and that he/she will be expected to meet all the requirements of the position, including attendance and adherence to agency policies and procedures. I understand that he/she will not receive monetary compensation for the services contributed.

Parent/Guardian Printed Name: _____
Parent/Guardian Signature: _____
Date: _____
Nature of relationship to volunteer _____
Volunteer Signature: _____

DISCLOSURE AND AUTHORIZATION
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

The City of Lincoln City may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or an mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. 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 **Pinnacle Investigations Corporation, 1101 N. Argonne, Suite A201, Spokane Valley, WA 99212, Phone: 800-955-5306; www.pinnacleprof.com**. The scope of this disclosure is all-encompassing, however, allowing the City of Lincoln City to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the City of Lincoln City at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Pinnacle Investigations Corporation, 1101 N. Argonne, Suite A201, Spokane Valley, WA 99212, 800-955-5306, www.pinnacleprof.com**, and/or the City of Lincoln City. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Employer: City of Lincoln City

Printed Name: _____ Date: _____

Signature: _____ Date: _____

BACKGROUND INFORMATION

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security* # _____ Date of Birth* _____

Present Address _____

City/State/Zip _____

All States Resided in: _____

(Please include city and state. Please also indicate if you have lived in another country)

*This information will be used for background screening purposes only and will not be used as hiring criteria.

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 the 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 from 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).
- **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	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,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	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	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 Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	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	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	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	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	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



Code of Ethics for Volunteers

Volunteers shall not discriminate against others and strive to broaden their understanding of cultural and individual differences.

Volunteers shall be competent, continually striving to improve the quality of services delivered while providing them to the best of their ability.

Volunteers shall recognize their own limitations and boundaries of their own competency.

Volunteers shall not misrepresent themselves either directly or by implications their own qualifications or affiliations.

Volunteers shall safeguard all confidential information shared with them and are responsible for knowing the confidentiality regulations of the organization they represent.

Volunteers have the ethical responsibility to report unethical conduct or practice to an appropriate authority of the organization they are serving.

(Language adopted in 1999 Code of Ethics, Iowa Board of Certification (A & D))



Volunteer Timesheet

Last Name	First Name	Date	Hours Worked	Department	Duty

My signature below certifies that the hours listed above are accurate.

Volunteer Signature _____ Date _____

Supervisor Signature _____ Date _____

All volunteer positions with Lincoln City Parks & Recreation are unpaid positions. Volunteer hours are tracked for workers compensation insurance purposes.