



I, _____ acknowledge that I am 14 years of age or older, (certain positions must be 16 years of age or older) and will provide services to the Corporation of the Town of Halton Hills on a volunteer basis wherein I will occupy the position of _____ and perform only those duties listed in the position description and report to the position of _____.

- I understand that it is my responsibility to track my volunteer hours on the time sheets provided, and to submit those hours at the end of my placement to the Recreation Coordinator, Special Events and Volunteer Services, or designated staff. I understand that a letter to confirm my volunteer hours will only be provided once the volunteer placement is complete and I have met the time commitment of the position.
- In accepting this volunteer position, I am aware that my performance will be evaluated on an ongoing basis. I understand that those evaluations become part of my volunteer file, which may be reviewed by Town staff when making interview and hiring decisions for paid employment.
- I understand that during the course of my placement I may have access to confidential information and agree that confidential information will not be disclosed or released by any means in verbal or written form to any person other than to those who are properly entitled to this information. I also agree that I will not directly or indirectly use such information for my personal gain, or disclose it to any person, agency or media form without the prior consent of the Director of Recreation and Parks (or designated staff).
- I understand that information sharing concerning programs or events or containing Town of Halton Hills program or event association in the form of photos, personal emails and online forums (including Facebook, Twitter, Blogs and like sites), are strictly prohibited both prior to and after my volunteer placement.
- I understand that if I do not adhere to the policies and procedures of the Recreation and Parks Department and The Corporation of the Town of Halton Hills or fail to satisfactorily perform my duties; my volunteer placement may be reassigned or terminated accordingly.
- I understand that my position may be reassigned or cancelled due to changes in programming or budget.
- I understand that my services will be rendered without payment, nor will I be entitled to any benefits normally provided by the Corporation or any accident insurance coverage under the Worker's Safety Insurance Board.
- I agree to release and discharge the Municipality from and against all claims and proceedings, in respect of any damage or injury sustained by myself arising from my participation as a volunteer.
- My signature below confirms my agreement with the Recreation and Parks Department's Volunteer Program and I accept the guidelines and responsibilities outlined by the Recreation

Coordinator, Special Events and Volunteer Services and that I have read and understood all of the information that is stated in the Volunteer Handbook.

I agree , I disagree to be photographed or interviewed by staff or the media in reference to my involvement as a volunteer with Recreation and Parks which may in turn be used in Town promotional materials (such as website, posters, Community Activity & Service Guide, etc.)

Volunteer Signature

Date

Parent/Guardian Signature (if under 18 years of age)

Date