



CITY OF REEDLEY

1717 NINTH STREET
 REEDLEY, CA 93654
 PHONE (559) 637-4200

WWW.REEDLEY.COM

VOLUNTEER SERVICES AGREEMENT

Work Location		Department	
Work Address			
Name (Last, MI, First)			
Home Address			
If an intern, list school in which you are currently enrolled		Major	
Volunteer will work from (Effective Date):		Tentative Work Schedule	
Thru (Effective Date):			
Duties:			
Indicate if duties will include any of the following:			
<input type="checkbox"/> Travel		<input type="checkbox"/> Handling of Money	
<input type="checkbox"/> Driving a City Vehicle		<input type="checkbox"/> Driving a Personal Vehicle on City Business*	
*Please supply Drivers License Number and Expiration Date			
As assigned by department personnel, I will comply with all policies, procedures, rules, regulations, directives, and instructions provided by the volunteer coordinator. By entering into this agreement I understand that I am an employee of the City of Reedley for purposes of Workers Compensation Insurance coverage only and will not receive a salary or wages. I will conduct myself in accordance with those standards set forth for regular department employees. I understand and agree to the following policies and conditions.			
Any training provided by the Department is to assist the volunteer in performing functions and duties which are of benefit to the City and/or to the volunteer.			
The volunteer does not replace any department employee.			
The volunteer may be reimbursed for necessary allowable expenses for food and travel in connection with approved volunteer services. Such reimbursement shall be in accordance with City Policy.			
If the volunteer operates a private motor vehicle as part of his/her volunteer activities, he/she must file a certification of insurance coverage and mechanical safety of the automobile.			
Signature of Volunteer:		Date:	
Signature of Supervisor:		Date:	
Signature of HR Representative:		Date:	