

## Town of Ayer Volunteer Program Policy

The Town of Ayer is pleased to offer Volunteer opportunities within the Town government. Volunteer opportunities are open to residents of Ayer and are designed to provide a service to the Town for the benefit of the general public. Volunteer opportunities may be in different departments; Volunteers will work directly for the Department management staff and may be assigned specific tasks or projects.

### PURPOSE

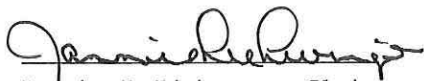
This Policy describes the administration of Volunteer Programs in the Town of Ayer ("Town").

### APPLICATION

This Policy applies to all Volunteer Program opportunities in the Town.

### PROCEDURES

1. Each Department is responsible for identifying Volunteer Programs and opportunities.
2. Volunteer opportunities are not intended to replace compensated job functions.
3. All volunteer programs must be approved by the Town Administrator.
4. Volunteer opportunities are temporary and are limited to those approved by the Town Administrator.
5. There is no compensation from the Town for Volunteers participating in this program.
6. Opportunities to volunteer may vary based on specific departmental needs.
7. Volunteer positions are filled as they become available.
8. Volunteers must complete and sign all required documents prior to beginning any volunteer responsibilities.

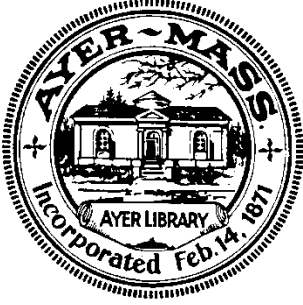
  
Jannice L. Livingston, Chair

  
Gary J. Luca, Vice-Chair

  
Christopher R. Hillman, Clerk

**TOWN OF AYER**  
**BOARD OF SELECTMEN**

**Date:** September 15, 2015



# Town of Ayer

## Application for Volunteer Program

### **Section 1 - To be completed by the Department sponsoring the Volunteer Program**

Department: \_\_\_\_\_

Term of Internship: From: \_\_\_\_\_ To: \_\_\_\_\_

1. Purpose: \_\_\_\_\_

\_\_\_\_\_

2. Scope of Program: \_\_\_\_\_

\_\_\_\_\_

3. Benefit of Program: \_\_\_\_\_

\_\_\_\_\_

4. Supervision: \_\_\_\_\_

5. Will the program lead to permanent employment in the Town? ( ) Yes ( ) No

### **Section 2 - To be completed by the Volunteer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**I am aware of and I agree that no wages will be paid for my voluntary internship in the Town of Ayer.**

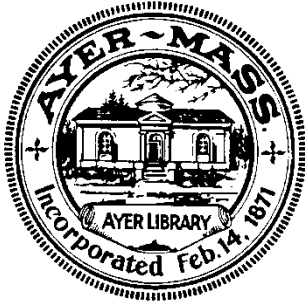
### **Signatures:**

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

----- Please deliver completed Volunteer form to the Benefits and Payroll Office -----



## Ayer Volunteer Program

***\*\*\*Please read this document thoroughly before completing and signing\*\*\****

The Town of Ayer is pleased to offer you the opportunity to participate in the Town's Volunteer Program. Participation in this program can be a rewarding contribution to the Town by providing service to the Town for the general public benefit. However, you should be aware that participation in this program will involve equipment and materials as well as work with other volunteers, and may expose you to harm or injury. The attached Release of Claims, Indemnity and Hold Harmless Agreement absolves the Town of Ayer and its officials, employees, and volunteers from liability or responsibility for any harm or injuries you may suffer during or as a result of your participation in the Town's Volunteer Program. It also provides that the Town will not be liable or responsible for harm to others resulting from your participation in this program. Please consult with an attorney if you have any questions regarding this document.

### Participant's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Health Insurance: \_\_\_\_\_

### Emergency Contact:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

## **Release of Claims, Indemnity and Hold Harmless Agreement**

I, \_\_\_\_\_, in consideration of the opportunity to participate in the Ayer Volunteer Program, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Ayer, its employees, agents, officers, and volunteers (the "Releasees"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my heirs, successors, or assigns may have as the result of my participation in the Ayer Volunteer Program, and all activities related thereto.

I further acknowledge that participation in the program is voluntary and may expose me or my property to the risks resulting from the use of equipment and materials by myself and other volunteer workers. I therefore also promise to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including claims for damages, costs and attorneys' fees, by me or my heirs, successors, or assigns arising from personal injuries to myself or property damage resulting from my participation in the program

I hereby further covenant for myself, my heirs, successors and assigns not to sue the said Releasees on account of any such claim, demand or liability.

I am fully aware that by signing this document I am releasing the above mentioned parties from liability that may arise as a result of intentional or negligent acts of these parties. Additionally, it is my intent to release the above mentioned parties from liability relating to any accident and resulting injuries and/or death that may occur while participating in the Ayer Volunteer Program.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Parent or Guardian  
(if participant is a minor)

**THIS FORM MAY NOT BE ALTERED**