

Municipal Volunteer Program



Welcome! We are glad you have stopped in to learn more about the City of Richwood's Municipal Volunteer Program (MVP). The quality of life we enjoy in Richwood is based on the effective and efficient delivery of City services. Citizen involvement is essential in providing the best services. By choosing to volunteer, you will have the opportunity to strengthen our great city by connecting with families, neighbors, and communities through service. Serving others is as easy as planting a garden, reading to a child, or picking up litter. Make a difference in your community!

The focus of the Municipal Volunteer Program (MVP) is to expand and enhance City services through the involvement of volunteers. It is our desire to:

- Increase public awareness of municipal services and operations.
- Support innovative ways of solving community problems through volunteer efforts.
- Allow and enhance citizen participation in City government.
- Assist City departments in strengthening service delivery by using volunteers to complement paid staff.
- Expand level and delivery of public services beyond tax support limitations.

To Start Your Volunteer Search, Follow the Steps Below:

1. Download and complete the application to serve. Complete information is required to process your application.
2. We will be able to best serve you if additional information and interests is provided.
3. Complete and return the DPS Authorization form with your application. Once you have submitted your application to serve and DPS authorization form, please wait to receive a response from the City to begin volunteering. Background checks are required for all volunteers.

You may choose simply to be added to a list a volunteers to serve at City events, without committing to serving on a specific board or commission.

If you have any questions, please call the City Secretary's office at 979-265-2082 between 8 a.m. - 5 p.m., Monday - Friday.



About our Boards and Commissions

Keep Richwood Beautiful Commission

Volunteer to Keep Richwood Beautiful and be a part of planning community events and park improvements! *Teach Them To Care* is our motto and our mission is to engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship. We work to achieve our goals through partnerships that include government, businesses, and volunteers to address litter prevention, recycling, beautification and general community improvement. This committee also plans a variety of park improvements, as well as events such as Christmas in the Park and Trunk or Treat. The board meets the 1st Tuesday of each month. Below is a list of some of the events throughout the year:

- ❖ Keep Texas Beautiful Annual Conference
- ❖ Yard of the Month
- ❖ Spring and Fall City-wide Clean Ups
- ❖ Spring/Fall City-Wide Garage Sales
- ❖ Earth Day Fest
- ❖ Community Education Programs
- ❖ Christmas Best Decorated Yard Awards
- ❖ Plan Park Projects
- ❖ Easter Egg Hunt
- ❖ All American Night
- ❖ Trunk or Treat
- ❖ Christmas in the Park

Planning and Zoning Commission

The Planning and Zoning Commission is comprised of 6 residents, who serve two year terms. The Planning Commission studies long range needs of the city and is an integral part of creating and maintaining the City's Master Plan. The commission also reviews and makes recommendations regarding plans submitted by developers and subdividers and conducts public hearings as necessary. This board is a recommending body to the City Council.

Charter Review Commission

The Charter Review Commission is comprised of 5 residents appointed in October of even years. The commission reviews the City Charter and makes recommendations of changes, if any, to present to the voters. The commission presents their report to City Council for approval to be placed on the May ballot in odd years. The City Charter can be found on our website www.richwoodtx.gov.

Crime Control & Prevention District

The Richwood Crime Control and Prevention District was created as a special district with the same boundaries as the City and was authorized in 2009 by a vote of the citizens of Richwood. It is funded entirely by a local sales and use tax of 1/4 percent. The district is managed by a seven member board who are appointed by the City Council. Members serve a two year term. The CCPD Board establishes the annual budget and policies, oversees expenditures and evaluates programs funded by the district. The CCPD provides supplemental funding to assist the Richwood Police Department in fighting and preventing crime.

Volunteer Application Form

FOR OFFICE USE

Received Date _____

Thank you for your interest in volunteering with the *City of Richwood!*

The quality of life we enjoy in Richwood is based on the effective and efficient delivery of City services. Citizen involvement is essential in providing the best services. By choosing to volunteer, you will have the opportunity to strengthen our great city by connecting with families, neighbors, and communities through service. Serving others is as easy as planting a garden, reading to a child, or picking up litter. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Personal Details

Name: _____ Mr. ☐ Mrs. ☐ Miss. ☐ Ms. ☐

Address: _____

Telephone: (Home) _____ (Mobile) _____

*E-Mail: _____

*Email is the primary form of contact between staff and volunteers. Access to valid email is essential during service as Richwood volunteer.

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: _____ Relationship: _____

Telephone: (Home) _____ (Mobile) _____

Equal Opportunities

The City of Richwood is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. The City of Richwood endorses a working environment free from discrimination and harassment.

The City of Richwood is committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a DPS Background Check Authorization Form, which will be processed prior to volunteering. In the meantime, please complete the question below.

Have you ever been convicted of a felony offense in the United States or elsewhere?

Yes ☐ No ☐

If yes, please provide details below

Your Skills and Interests

1. Have you ever done any voluntary work before? Yes ☐ No ☐

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. Are you applying for a specific Board and Commission? Yes ☐ No ☐

If yes, please specify on which Board/Commission you wish to serve.

- ☐ Keep Richwood Beautiful Commission ☐ Planning and Zoning/Board of Adjustments
☐ Crime Control and Prevention ☐ Economic Development
☐ Charter Review Commission (even years)

Please review the duties of the Board and Commission you may be interested in.

5. Is your schedule such that you have the available time to commit to regular and consistent attendance at the meetings of the Board/Commission? Yes ☐ No ☐

6. What kind of voluntary work interests you?

- ☐ Clerical
☐ Event Planning
☐ Master Planning and Development
☐ Project Based Volunteering
☐ Internship at City Hall
☐ Other

7. Do you have a vested interest* in the City of Richwood? (i.e. resident, business owner, property owner, etc) Yes ☐ No ☐

*Note: To be qualified to serve on a board and commission, the applicant must have vested interest in the City of Richwood.

References

Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Primary) _____ (Secondary) _____

E-Mail: _____

Name: _____ Relationship: _____

Place of Work: _____ Position: _____
(If applicable)

Telephone: (Primary) _____ (Secondary) _____

E-Mail: _____

If you have any questions when completing this application form, please call the City Secretary 979-265-2082 or e-mail kgarcia@richwoodtx.gov. If you would like to find out more about the *City of Richwood*, log onto our website www.richwoodtx.gov.

Is there any additional information you would like to bring to our attention?

I declare that the information I have provided is true. All my actions as a volunteer will reflect the Standards and Conduct of the City of Richwood and will be central to my role.

Signed _____ Date _____

ALL VOLUNTEERS MUST COMPLETE THE WAIVER AND RELEASE FORMS AND ARE SUBJECT TO A BACKGROUND CHECK. ALL VOLUNTEERS, ONCE APPROVED, WILL BE REQUIRED TO HAVE A CITY ISSUED BADGE ON THEM AT ALL TIMES, DURING THEIR VOLUNTEER SERVICE.

For office use only

Notes

Volunteer Position _____

Volunteer Role Description sent _____

Background Check Completed _____

References Collected _____

Volunteer Start Date _____

WAIVER AND RELEASE FORM
RELEASE OF LIABILITY

In return for being allowed to participate in City of Richwood volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue the City of Richwood or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates ("the City") from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur.

I understand and agree that the City is not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by their ordinary negligence or otherwise.

I understand that participation in the Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I am voluntarily participating in the Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation.

I also agree to indemnify and hold harmless the City for all claims arising out of my participation in the Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I also acknowledge that the City has not arranged and does not carry any insurance of any kind for my benefit or that of Volunteer (if Volunteer is under 18), my parents, guardians, trustees, heirs, executors, administrators, successors and assigns.

I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.

I also understand that this document is a contract which grants certain rights to and eliminates the liability of the City.

(Signature of Volunteer)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

(Signature of Parent/Legal Guardian if Volunteer is Under 18)

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

PUBLICITY RELEASE

In return for being allowed to participate in City of Richwood volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") hereby grants to the City, and each of its subsidiaries, affiliates, agents, advertising or promotional agencies, and partners, and all such entities' officers, directors, agents, employees, respective successors and assigns (collectively, "Authorized Parties"), the absolute and irrevocable right and permission to use, publish, broadcast and/or copyright the use of Volunteer's name, voice, photograph and/or likeness, caricature, and personal information as allowed by the Public Information Act, in its current form or as retouched, digitized, cropped, altered, distorted or modified in any way, in any and all advertising, promotional, or other materials based upon or derived from the Volunteer Activities in any manner, in any media whatsoever for any and all purposes, including by way of example but without limitation advertising, promoting or publicizing products and services throughout the universe, in perpetuity, in any and all media now known or hereafter devised (including without limitation on the Internet), without additional compensation. I further agree that anything derived there from will be owned solely by the Authorized Parties. I shall not authorize the use of any print, negative or other copy thereof by anyone other than the Authorized Parties.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

(Signature of Volunteer)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

(Signature of Parent/Legal Guardian if Volunteer is Under 18)

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

**CONSENT TO CONDUCT DPS CRIMINAL HISTORY (CCH) VERIFICATION CHECK
FOR VOLUNTEERING ACTIVITIES
CITY OF RICHWOOD, TEXAS**

In connection with my application and desire to engage in volunteer activities, I have been advised and I hereby consent and authorize the City of Richwood and its agent, at any time during or subsequent to my application process, to conduct a background check that may include a criminal record check and such additional verifications and reference checks as deemed necessary. I do hereby consent to the City of Richwood's use of any information provided on this form or during the application process in performing the non-employment related background check. I agree to release, indemnify and hold harmless the City of Richwood and any agency used with regard to any information provided by the agency. I acknowledge that a facsimile, copy or electronic version of this form shall be as valid as the original.

I, _____, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website, and will be based on identifiers I supply in this document.

PRINT NAME:

Last Name	First Name	Middle
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Any other names used (Print): _____

Date of Birth (mm/dd/yyyy): _____

Social Security Number: Last four digits only, please _____

Gender: ☐ Male ☐ Female

Position or Event applied for: _____

 Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

Information requested by: _____ Date: _____

Results: Approved to volunteer _____

Not approved to volunteer _____

Rev. 07-24-19

*Submit completed form to: City Secretary, City of Richwood
1800 Brazosport Blvd
Richwood, TX 77566*

E-mail: kgarcia@richwoodtx.gov

Contact: Phone 979-265-2082 Fax 979-265-7345

Web: www.richwoodtx.gov