

CITY OF SULTAN
AGENDA ITEM COVER SHEET

Date: October 18, 2007

Agenda Item #: D-3

SUBJECT:

City of Sultan Volunteer Program
The Power of ONE
My Sultan
My Home

CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator

ISSUE:

Discuss the Council Subcommittee's recommendation to develop a Volunteer Program using Woodinville's Volunteer Policies and Procedures and related documents as a model.

SUBCOMMITTEE RECOMMENDATION:

The Council Subcommittee met on October 4, 2007 and reviewed sample volunteer programs from other cities with staff and determined that the City of Woodinville's Program matched Sultan's volunteer needs the best. The Council Subcommittee decided to use the City of Woodinville's contract and documents as a model for Sultan and gave staff direction regarding edits and additions to the documents. Staff will continue finalizing the Volunteer Policies and Procedures and related documents and bring them back to the Subcommittee at a later date.

The Council Subcommittee recommended this proposed program be introduced to Council as a Discussion Item.

STAFF RECOMMENDATION:

Discuss the staff's proposed Volunteer Program shared with the Subcommittee on October 4, 2007.

SUMMARY STATEMENT:

Economic Development is Community Development and a strong Volunteer Program brings beautification, pride and community spirit to any community.

Due to the severe budget cuts it was determined that a Volunteer Program Coordinator was needed to oversee existing volunteer projects and initiate new programs.

The Management Team met on August 24, 2007 to review volunteer programs from Woodinville, Bellevue and Sunnyside.

After reviewing the programs from other cities, staff recommended adopting a formal Volunteer Program to ensure safety of the volunteer and reduce liability for the City.

STAFF RECOMMENDATION

City Staff recommended the following approach to develop Sultan's program:

Staff Needs for a Volunteer Program

Volunteer Program Coordinator – City staff person responsible for coordinating between City Departments and Volunteer Captains

1. Advertise and Promote the Program
2. Collect Applications
3. Interview with Department Director
4. Forward information to the Captain(s)
5. Collect Timesheets/Audits and forward to the Department Director
6. Volunteer Recognition Program

Five Volunteer Program categories were identified:

1. Block Watch
2. Street Cleanup
3. Parks
4. Office
5. Downtown

A Volunteer Captain will be assigned to each of these categories and meet with the Volunteer Program Coordinator on a regular basis. Volunteer Captains are community members who are volunteers responsible for managing Program Volunteers.

Captains Responsibilities:

1. Collect application
2. Call volunteer
3. Collect timesheets
4. Reports to Department Director
5. Training/Orientation

Department Director Responsibilities:

1. Identify volunteer jobs & provide supplies
2. Forward information to the Volunteer Program Coordinator
3. Audit time sheets and work
4. Train Captains

Develop Forms:

1. Agreement
2. Intake
3. Sign-in Sheets

The Volunteer Program Coordinator will work closely with Management as to what volunteers can offer in each of their departments.

Following recruitment and acceptance of the volunteer(s), they must then read and sign the following agreements:

1. Agreement Regarding Individual Volunteer within the City form (aka Volunteer Agreement)
2. Community Service Contract

3. Volunteer Intake form
4. General Volunteer Orientation (plus supplemental for appointed volunteers)
5. General Volunteer Orientation Agreement
6. Supervisor of Volunteers Checklist
7. Volunteer Timesheet
8. Supervisor's Report of an Accident
9. Incident Report
10. Food or Beverage Request for Authorization
11. Request for Volunteer Feedback
12. Volunteer Performance Review
13. Guidelines on Awards for Volunteer Hours Milestones
14. Eagle Scout Project Statement of Commitment