



# Event Volunteer Registration Form

523 S. Webster Street | Naperville, IL 60540-6517 | 630.420.6010 | nsvolunteer@naperville.il.us

**This form must be on file with Organizational Resources before volunteering for any event.**

Volunteers under 18 are required to submit a new form for each volunteer date. Volunteers under 18 will be unable to participate without a parent/guardian signature (see reverse).

PLEASE PRINT

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name

Ms.  Mrs.  Mr. \_\_\_\_\_  
First Last Middle

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact #  Home  Cell (\_\_\_\_)  Work \_\_\_\_\_ Alternate #  Home  Cell (\_\_\_\_)  Work \_\_\_\_\_

E-mail \_\_\_\_\_

PLEASE PRINT

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (required if under 21)  
MM DD YYYY

Emergency Contact \_\_\_\_\_  
First Last Relationship

Emergency Contact #  Home  Cell (\_\_\_\_)  Work \_\_\_\_\_

If volunteering as part of a group, please print school/group name \_\_\_\_\_

**Office Use Only**  
Date CRM created or updated in RE  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
by \_\_\_\_\_  
 Under 18  
 New Volunteer  
 Returning

Have you volunteered at this event before?  Yes  No If so, in what capacity? \_\_\_\_\_

How did you hear about this volunteer opportunity? \_\_\_\_\_

Would you like to receive emails about other special event volunteering opportunities?  Yes  No (check one)

Do you need proof of your hours?  Yes  No **If yes**, please leave school/honor society form with check-in staff to complete during the event and plan to check-out in the Pre-Emption house to receive signed form and total time volunteered.

Are these mandated community service hours?  Yes  No **If yes**, describe: \_\_\_\_\_

> Please let check-in staff know whether we can mail you a letter stating hours served at this event.

Please list current employer (some employers offer matching grants when employees volunteer):  
\_\_\_\_\_ Position \_\_\_\_\_

Contact # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Thank you for your interest in volunteering with Naper Settlement. Volunteers receive a Naper Settlement t-shirt at their first check-in to wear during the season.

Please review the volunteer service policies and agreement on back and once form is complete, return to [nsvolunteer@naperville.il.us](mailto:nsvolunteer@naperville.il.us) or Naper Settlement **Organizational Resources Attention: Volunteers.**

**This form is required to be on file with Organizational Resources before volunteering for an event.**

## Commitment of Volunteer Service and Naperville Heritage Society Policies

If Naperville Heritage Society agrees to accept your services as a volunteer, we will commit to providing you adequate information, training, and supervision as a volunteer to carry out the responsibilities of the position. You will agree to perform duties as outlined in the position description to the best of your abilities, act in a courteous and respectful manner with fellow volunteers, guests, and staff, report time and duty commitments, accept another position with little notice if needed, and adhere to the policies and procedures of the organization, including confidentiality of information. You understand that volunteers are not employees of the organization, receive no direct monetary compensation and no special consideration if applying for a paid position. Naperville Heritage Society will do our best to make you experience as a volunteer a productive and rewarding one.

## Volunteer Agreement

I agree that the statements made in this volunteer application have been freely given, are correct and true and that I have reviewed and understand the above stated policies. Naper Settlement/Naperville Heritage Society will hold all information provided in this application and agreement in strict confidence.

X Volunteer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Volunteers Under 18:** we require that you to submit a new form for each volunteer date.

Volunteers under 18 will be unable to participate without parent/guardian signature and a contact number below prior to participating in any shift.

## Parent/Guardian Signature

✓ \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Contact # during event  Home  Cell (\_\_\_\_)  Work \_\_\_\_\_

## Photo Release and Hold Harmless Agreement

I agree that Naper Settlement/Naperville Heritage Society may use my likeness in any brochures or promotional materials that will be used to promote Naper Settlement/Naperville Heritage Society. As a volunteer or parent/guardian of a volunteer, I recognize and acknowledge that there may be a risk of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I or my minor child may sustain as a result of participating in any and all activities connected with or associated with the volunteer program. I agree to release and hold harmless Naperville Heritage Society, its agents, employees, volunteers and the City of Naperville from all damages, judgments, expenses (including attorney fees), costs or liabilities suffered because of injury or damage of property that may arise out of or as a consequence of any volunteer work I may perform. I understand that my volunteer status may be terminated at any time for failure to comply with policies and procedures of Naperville Heritage society, including those of the volunteer program, or when in the judgment of the society, continued service as a volunteer would be contrary to the best interest of the organization.

I understand that Naperville Heritage Society may conduct periodic background checks and I will provide any additional information as requested.

I agree to provide my social security number upon request from Naperville Heritage Society, as required for all volunteers authorized to make purchases for events and programs.

The confidentiality of all information provided in this volunteer application will be respected.

X Volunteer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_