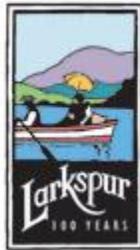


# **Volunteer Handbook 2012**



**Larkspur Heritage  
Preservation Board**

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## **I. Introduction**

Thank you for giving your time as a volunteer to the Larkspur Heritage Preservation Board. We recognize the value of your time and the value in volunteer work.

This volunteer handbook has been produced to acquaint you with our organization and prepare you for our volunteer activities. The handbook will share with you our philosophy, practices, and policies which apply to all volunteers.

It is our hope that your volunteer experience will be both positive and meaningful. We ask that you read this handbook carefully, and refer to it when questions arise. Furthermore, we encourage you to discuss any concerns with the Digitization Coordinator and/or the Board Chair. Through our partnership, we can preserve and share Larkspur rich history.

Best regards,

Board Chair  
Larkspur Heritage Preservation Board

## **II. About Us**

The Larkspur Heritage Preservation Board currently consists of seven voting members plus one ex-officio member who is a member of the Planning Department. All members serve four-year terms.

Board responsibilities include:

- Maintaining the historic inventory and reviewing the potential for additions to historic structures.
- Making recommendations to the City Council pertaining to historical preservation matters, as well as demolition permits.
- Recommending to the City Council properties which should be in a historical district.
- Serving as a resource to provide advice to the City Council and other Boards and Commissions on heritage matters.

## **III. Contact Information**

Laura Callahan  
Digitization Coordinator  
lcallahan@cityoflarkspur.org

Marilyn River  
2012 Board Chair  
mriver121@gmail.com

Kristin Teiche  
Planner/Zoning Administrator  
(415) 927-5026  
kteiche@larkspurcityhall.org

Larkspur City Hall Customer Service Desk  
(415) 927-5110

#### **IV. Volunteer Expectations**

##### **Confidentiality**

All volunteers are expected to maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. This includes information that may involve board members, other volunteers, and city staff and affiliates of the organization as a whole.

##### **Harassment**

We maintain a policy forbidding harassment of volunteers whether by supervisory volunteers, fellow volunteers, or other individuals that a volunteer may come into contact with as part of their assigned task or event. Harassment is deemed to have occurred when the conduct interferes with the volunteer's performance at the assigned task or event or creates a hostile environment for the volunteer.

##### **Drugs and Alcohol**

Drugs and alcohol are not to be used by volunteers during activities and events. Volunteers may not attend any volunteer job or event under the influence of drugs or alcohol.

##### **Theft**

Theft of any of our equipment or materials is cause for immediate dismissal from the volunteer program. Depending on the severity of the theft, legal action may also occur.

##### **Health**

All volunteers should be in general good health. Any physical limitation should be noted on the application for volunteer service so appropriate work may be selected. If it is discovered at the assigned event that you are unable to fully perform an assigned task, please consult with the Digitization Coordinator promptly so that you can be assigned an alternative task. We ask that volunteers provide as much notice as possible if you are unable to attend your shift due to illness. Contact the Digitization Coordinator if you cannot attend your shift.

##### **Medical Coverage**

Larkspur Heritage Preservation Board and the City of Larkspur provide no medical coverage for any accident or injury resulting from volunteer participation in Larkspur Heritage Preservation Board programs or events.

##### **Communications (business documents and email):**

Any documents produced or received by a volunteer during the course of his or her participation is the proprietary property of our organization and therefore, are not to be copied or transmitted to any other parties by any method, including but not limited to,

E-mail transmission or physical removal, without the prior written consent of the Larkspur Heritage Preservation Board.

### **E-Mail**

The e-mail and Internet access provided by us to volunteers is solely for business purposes and therefore: no one may solicit, promote or advertise any organization, product or service through the use of our e-mail accounts. Volunteers are not permitted to send e-mail that contains ethnic slurs, racial epithets, or anything that may be construed to harass or disparage others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.

### **Suggestions**

As you go about your volunteer activities, you may notice ways to improve the quality or efficiency of your volunteer service. We ask that you share these ideas with the Digitization Coordinator and/or Larkspur Heritage Preservation Board through daily conversation, in meetings, or through a note via email.

### **Termination**

Larkspur Heritage Preservation Board and the City of Larkspur reserve the right to terminate a volunteer's service. Possible reasons may include:

- Failure to adhere to volunteer manual guidelines
- For conduct on duty which would be detrimental to the organization, including any breach of confidence
- Conduct off duty which would adversely affect the organization
- Reporting to an event under the influence of drugs or alcohol
- Theft of property
- Releasing of confidential information
- Gross misconduct or insubordination

The decision for termination shall be made after securing the facts from all concerned parties.

## **V. Volunteer Application Process**

### **Definition of 'Volunteer'**

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Larkspur Heritage Preservation Board or Board Representative. Unless specifically stated, volunteers shall not be considered as "employees" of the agency.

### **Requirements of Application**

All volunteers must:

- 1) Attend a volunteer orientation
- 2) Fill out a volunteer application

All volunteer participation is subject to the exclusive discretion of our organization.

### **Age Requirements**

All volunteers under the age of 16 must be accompanied by a guardian unless otherwise stated.

### **Interview**

All volunteer applicants are subject to personal interviews by the Digitization Coordinator and/or a Larkspur Heritage Preservation Board member and/or City staff member to gauge eligibility and best fit with the organization.

**VI. Volunteer Application**

Application Date: \_\_\_\_\_ Volunteer Position Sought: \_\_\_\_\_

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

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Education**

Highest Level of Education: \_\_\_\_\_

**Employment**

Current Employer, if applicable: \_\_\_\_\_

Your Position/Title: \_\_\_\_\_

Dates of Employment (starting, ending): \_\_\_\_\_

Company/Employer: \_\_\_\_\_

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

Special training, skills, hobbies: \_\_\_\_\_

Please describe your prior volunteer experience (include organization names and dates of service).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to volunteer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please read the following carefully before signing this application:*

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with the Larkspur Heritage Preservation Board that is true, correct, and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by the Larkspur Heritage Preservation Board. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with the Larkspur Heritage Preservation Board or my termination as a volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VII. Volunteer Agreement and Release from Liability**

1. I, \_\_\_\_\_ agree to work for Larkspur Heritage Preservation Board as a volunteer from \_\_\_\_\_ to \_\_\_\_\_
  
2. As a volunteer, I understand that I control the dates and times when I do the work and that Larkspur Heritage Preservation Board is not responsible for scheduling my volunteer work. I also understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits upon the termination of this agreement or as a result of this service.
3. I am aware that participation as a volunteer may require standing, lifting and carrying up to 20lbs and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.
4. As consideration for volunteering for Larkspur Heritage Preservation Board, I hereby agree that I, and my Assignees, heirs, guardians and legal representatives, will not make a claim against or sue Larkspur Heritage Preservation Board or the City of Larkspur, its employees, agents or contractors for injury or damage resulting from the negligence as a result of volunteering .

I HEREBY RELEASE AND DISCHARGE LARKSPUR HERITAGE PRESERVATION BOARD, THE CITY OF LARKSPUR AND ITS OFFICERS, EMPLOYEES, AGENTS AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION IN THE PROJECT.

5. I understand that if I am injured in the course of the project, I am not covered by the City of Larkspur’s worker’s compensation program.
6. I authorize Larkspur Heritage Preservation Board and the City of Larkspur to seek emergency medical treatment on my behalf in case of injury accident or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness and injury.
7. I understand that the archives, materials and tools provided by Larkspur Heritage Preservation Board and the City of Larkspur are and remain the property the Larkspur Heritage Preservation Board and the City of Larkspur and I agree to keep these archives, materials and tools onsite.
8. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND SIGN IT OF MY OWN FREE WILL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Larkspur Heritage Preservation Board Representative Signature

\_\_\_\_\_  
Printed Name

**VIII. Volunteer Guidelines and Procedures**

1. Give adequate notice of tardiness, absence, illness, and vacation time.
2. Do not conduct personal business during work hours.
3. Please comply with the volunteer job description unless otherwise stated by supervising staff.
4. Work with clean, dry hands and use cotton gloves when appropriate.
5. Use care when handling artifacts and computer and scanning equipment.
6. Do not eat or drink near artifacts, computer or scanning equipment.

*I accept these above guidelines as a basis of professional conduct:*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*