



Raleigh  
Parks

## Discover your Raleigh Parks, Recreation and Cultural Resources Department

Dear Prospective Golden Years Club:

Thank you so much for contacting us regarding your interest in becoming a Golden Years Club. The Raleigh Parks, Recreation and Cultural Resources Active Adult Program has offered our Golden Years Club affiliation since the 1950's. We offer this wonderful opportunity to groups who meet within the City of Raleigh limits. There is no cost to the clubs or its members to become affiliated with the Golden Years Clubs. There are several benefits to becoming a Golden Years Club to both the club members and the club overall, including but not limited to:

1. Club are advertised in the Active Adult Program publications as a Golden Years Club. Through this the clubs have potential for membership growth.
2. Active Adult Program staff assist the clubs with open houses as well as sharing clubs' special events and fundraising opportunities with other Golden Years Club members.
3. Clubs are provided with a resource manual filled with approved and vetted speakers, organizations and trip ideas.
4. Clubs have access to the department buses/vans and drivers for local day trips.
5. Club members are invited to our Golden Years Celebration provided to club members only. This amazing event has been provided to the club members by Capitol Broadcasting Company in partnership with the Adult Program since 1958.

We ask that the club officers and members follow a couple simple guidelines.

1. The group must meet within the City of Raleigh limits.
2. The club follows the Golden Years Club Constitution and Bylaws, including:
  - a. The positions of President, Vice President, and Secretary must be filled. If a club collects money of any type, the position of Treasurer must be filled as well.
  - b. The club must be open to all individuals 50 years and older.
  - c. Each club must have a volunteer Club Liaison that attends the monthly club meetings on the last Monday of every month.

The Active Adult Program offers the Golden Years Club affiliation to outside clubs and organizations to provide as many social opportunities as possible to our patrons. Social interactions are very important to an individual's health and well-being. It is through these clubs that our patrons find the social support and outlets that enrich their lives.

Please take a moment and look over the included documents and forms needed for your club to become part of the Golden Years Clubs. I happy to meet with the club officers and members to answer any questions.

Sincerely,

Carmen Rayfield

Adult Program Recreation Manager

City of Raleigh Parks, Recreation and Cultural Resources Department

Walnut Terrace Center 1256 McCauley Street, Suite 126 Raleigh, NC 27601

919.996-4734

Carmen.rayfield@raleighnc.gov



The Raleigh Parks, Recreation and Cultural Resources Department Adult Program has agreed to serve as a sponsoring agency for the \_\_\_\_\_ Golden Years Club. Responsibilities and expectations of each organization are outlined below:

**Responsibilities of the Golden Years Clubs:**

1. Golden Years Club officers and members must comply with all articles and sections as outlined in the Raleigh Parks, Recreation and Cultural Resources Department Adult Program Golden Years Association Clubs Constitution and By-laws (revised date: August 2019).
2. Golden Years Clubs are encouraged to develop an independent club constitution and by-laws. The club's constitution and by-laws cannot conflict or supersede the current Raleigh Parks, Recreation and Cultural Resources Department Golden Years Association Clubs Constitution and By-laws. Each club's constitution and by-laws must be reviewed and voted on by the clubs' members. The Golden Years Association Club as well as the individual club's constitution and by-laws must be given to all club members and should be reviewed yearly.
3. Individuals may belong to more than one city-sponsored club if they choose to do so. Individuals are responsible for paying each club's membership dues. All club members, who are in good membership standing, are entitled to participate in all programs and activities offered by the club.
4. Affiliated clubs will be expected to follow standard Roberts Rules of Order when conducting business meetings, election processes, and other procedures.
5. Golden Year Clubs will work directly with the club's host site staff (property owners/management, PRCR facility management) for all club related activities/meeting schedules including use of meeting space, equipment, or supplies owned by the meeting site. Adult Program staff can assist with communication and facilitating meets with facility staff/property management as needed to discuss operations of the club.
6. Club officers/committee members are responsible for clean up of meeting space after each meeting. Expectation of cleaning by the club should be agreed on with the host site manager/director at the beginning of each club year.
6. Club meeting topics must be kept to club business. Issues pertaining to the facility/site (such as property management, covenants, etc.) that are not directly relevant to the club and the club members should not be discussed during the regular club meeting time.
7. Club membership rosters and members' personal information must remain confidential to the organization and should not be released to outside organizations or individuals for the purpose of soliciting club members. This includes releasing mailing/email/contact lists of club members to individual club members themselves for the purpose of promoting private businesses or other functions not related to the club.
8. Clubs must submit club affiliated events (club meetings, trips/outings) attendance to the Adult Program Manager on a monthly basis throughout the year.
9. Clubs must have a club liaison, who has been approved by the Adult Program. The club liaison should be an ongoing, year-to-year volunteer and is not voted on by the members. This position serves as a liaison to the Adult Adopted August 2019 Page 2 Program with associated duties that



include: distributing flyers and other materials to members about upcoming events, trips and activities provided by Raleigh Parks, Recreation and Cultural Resources Department; distributing information on upcoming community events and programs; working directly with the officers and committees of the club to ensure that the constitution and by-laws are being followed; attending all regularly scheduled club meetings and special meetings with club officers and committees as needed; and attending the monthly liaison meeting with the Adult Program staff. Club liaisons will either be a volunteer or a staff member of Raleigh Parks, Recreation and Cultural Resources Department from the facility/site where the club meets.

10. Clubs must have an email that is monitored regularly and yearly for information provided by the Adult Program Manager. This role is typically held by the club liaison, but another club member may take on this responsibility.
11. Clubs must have all speaker/presenters vetted by the Adult Program Manager at least 2 months prior to the presentation date if they are not listed on the Golden Years Club Resource Manual. This does not include entertainment.

#### **Responsibility of the Golden Years Club hosting site management/staff (City-owned and non-city owned sites):**

1. Hosting site manager/director is responsible for working with the Golden Years Club officers for scheduling agreed upon yearly meeting dates/times/space. Space should be scheduled on the club year, July 1st thru June 30th, unless otherwise approved by Adult Program Manager. The club schedule changes should be agreed upon by the host manager and club representative a year to 6 months in advance.
2. Host site staff are responsible for setting up and clean up of tables, chair and any other agreed upon equipment. Host site management will review with club representative, at the beginning of the club year, on the expectations for cleaning by the club after meetings and event.
3. Host site will provide a locked area (cabinet or closet) for the club's supplies. Changes to the locked space should be agreed upon between the host site and the club representative at least 6 months in advance.
4. Only Raleigh PRCR staffed sites are responsible for working directly with the club liaison/officers/committee members. Facility directors/assistant directors are responsible for ensuring that the club officers/members are following the Golden Years Constitution and By-Laws. Facility directors/assistant directors are responsible for club liaison duties if a volunteer is unable to fill the role. Club attendance and release and indemnity forms will be entered into the computer system by host site staff.

#### **Responsibilities of the Adult Program:**

1. The Adult Program will support and assist the Golden Years Club officers/club liaison/club members and the club overall for: establishing new clubs, club membership recruitment, open house, club marketing, officer duties/club meeting leadership, trips and speakers.



2. The Adult Program Manager will assist club liaison, club officers and/or members with any issues or conflicts that arise within the club. The Adult Program Manager will ensure that the club officers/ members/liaison are following the Golden Years Constitution and By-Laws, placing clubs or members on probation.
3. The Adult Program staff will serve as a resource to all clubs in assisting with scheduling departmental buses and vans for club trips/outings. Vehicles will be scheduled for each request within 7 business days of receiving the vehicle reservation form from the club. It is the responsibility of the club trip coordinator to schedule a driver from the recreation drivers list. Adopted August 2019 Page 3
4. The Adult Program will work with the club to print the annual club membership roster/book. These membership books are produced at no charge to the club.
5. The Adult Program Manager and/or director will make final decisions and rulings on any revisions or amendments to this agreement, following the discussion of any proposed revisions with club liaisons.

Any proposed amendments to the constitution and by-laws by an individual club must be approved by the Recreation Program Director or the Recreation Program Manager of the Adult Program before these amendments are proposed to the club members for final approval.

**AGREEMENT**

I have read and understand the expectations and guidelines listed above from the Adult Program of the Raleigh Parks, Recreation and Cultural Resources Department related to our Golden Years Club’s affiliation with the City of Raleigh and agree, on behalf of the Golden Years Club and hosting site, to comply with these expectations and guidelines. I have also received the Golden Years Clubs Constitution and By-Laws and agree to the guidelines adopted in this document.

Name of Golden Years Club	Club President/signature	Date
Host site location	Host site manager/signature	Date
Adult Program Staff	Title	Date
Club Liaison Name	Signature	Date



Raleigh  
Parks

# Golden Years Association Clubs Constitution and By-Laws

Raleigh Parks, Recreation and Cultural  
Resources Department

## **Article I Name**

Section 1. The name of this organization shall be the Raleigh Golden Years Association.

## **Article II Purpose**

Section 1. To afford an opportunity for recreation for adult citizens and afford opportunities for leadership and personal growth.

## **Article III Membership**

Section 1. Membership shall consist of all persons 50 years of age and older who affiliate with clubs sponsored by the Raleigh Parks, Recreation and Cultural Resources (Raleigh PRCR) Adult Program.

## **Article IV Club Meetings**

Section 1. Clubs shall meet as set forth in the by-laws.

## **Article V Amendments to the Constitution**

Section 1. The articles may be revised by a 2/3 approval vote of Club Liaisons present on the appointed date for voting.

## **Article VI Club Calendar**

Section 1. The Golden Years Club calendar year will be September 1st thru May 31st. Clubs may choose to meet June-August. BY-LAWS

## **Article I Organization**

Section 1. A club is a basic unit of organization with the leadership provided by the Raleigh PRCR Adult Program and by another organization in the case of joint sponsorship.

Section 2 The Club Liaison shall act as advisor for the club and shall be the liaison between the Adult Program staff and the club members/officers. Club liaisons are expected to attend the Club Liaison Meetings (last Monday of the month, except June/July), or send a representative from their club if they cannot attend themselves. Clubs that do not send a representative to the Liaison Meetings for three (3) consecutive months will be placed on attendance probation. (see Article X Section 1 and 2)

Section 3. The club is responsible for the sponsoring organizations including the club's meeting site or host facility.

Section 4. Golden Years Clubs are encouraged to develop individual club constitution and by-laws. Clubs' constitution and by-laws may not supersede the Raleigh PRCR Golden Years Association Clubs Constitution and By-Laws.

Section 4a. Development and/or changes to the club's constitution and by-laws must be voted on by 2/3 active club members, be reviewed and/or provided to the club members upon a member joining and yearly membership activation to the club.



### **Article II Meetings**

- Section 1. The club may hold weekly, bi-weekly, or monthly meetings at an area designated by the sponsoring organizations. Regular meetings, on a club basis, may be held monthly during the months of June, July, and August.
- Section 2. Special meetings may be held at such times as agreed upon by the sponsoring organizations and host site.
- Section 3. Meeting attendance shall be turned in monthly to the Adult Program Recreation Manager by the club secretary. (See also Article V Section 3a)

### **Article III Officers and Term of Office**

- Section 1. The elected officers of the club shall be those of president, vice-president, secretary, treasurer, and other officers deemed necessary. At a minimum, every club must have a president, vice-president and secretary. If any collection of monies are involved with the club, an elected treasurer is also required.
- Section 2. All elective officers can be elected for one (1) year with the option to be on the ballot for a second term.
- Section 3. An officer may serve an additional third term if deemed necessary by the nominating committee and Club Liaison; pending approval from the Adult Program director/manager.
- Section 4. The Club Liaison shall be a representative for the Golden Years Club, acting as a liaison between the Adult Program and the club members/officers, ensuring the Raleigh Golden Years Constitution and Bylaws are being followed by the club officers/members.
- Section 4a. The Club Liaison shall be a volunteer (non-elected) on-going position. This position may be filled by, but not limited to, a club member. The club has the ultimate responsibility to fill this position. The Adult Program staff will assist the club officers in the recruitment of a volunteer through the City of Raleigh Volunteer Service Program.
- Section 4b. The Club Liaison will follow the Club Liaison General Duties and Guidelines and must complete and pass a City of Raleigh background check each year. Section 4c. The Adult Program director/manager must approve all Club Liaisons and has the final decision to terminate the Club Liaison of their volunteer duties.

### **Article IV Elections**

- Section 1a. The president shall appoint the chair of a nominating committee. The nominating committee chair will then seek three (2-3) additional club members plus the Club Liaison to serve as a nominating committee during the spring (March-May). The nominating committee shall present a ballot of all individuals nominated for all offices. Persons nominated to serve as a club officer must be a current active member of the associated club.
- Section 1b. The Nomination Committee shall contact all active club members for request of nominations of officers. All nomination recommendations must be kept confidential.
- Section 2. The election of officers shall be held annually in May and officers shall take office in June. Those clubs that follow their sponsor organization calendar must have prior approval from the Adult Program staff.
- Section 2b. Incoming officers and committee members shall use the summer months (June, July and August) for planning.



Section 3. The election of officers shall be by acclamation, or if more than one candidate is nominated, by the raising of hands or written ballot (this is the preferred method). The person receiving the highest number of votes of those present at the time of election shall be declared elected. Only active club members may vote in elections.

### **Article V Duties and Powers of Officers**

Section 1. The president shall preside at all meetings, voting only in order to break a tie, appoint committees, work with committees when requested to do so, and serve on the club's planning committee.

Section 2. The vice-president shall preside at all meetings in the absence of the president, serve for the unexpired term of the president in the event he or she vacates the office, shall act as program/trips committee chair, and responsible for ensuring that all club members and guests have a current Raleigh PRCR Release and Indemnity Form as well as the form for each member/guest are available throughout the trip for emergency purposes. Section 3. The secretary maintains an accurate record of business transactions at all meetings, takes monthly attendance, attends to all club correspondence including sympathy and get-well cards (if the club does not have a Sunshine Committee), and prepares the Golden Review Report (if the club does not have a reporter), submitting the information by the 15th of the month via email.

Section 3a. The secretary is responsible for providing monthly meeting/activity attendance to the Club Liaison for submission at the monthly Club Liaison meeting or by email to the Adult Program Manager. Failure to submit the monthly club attendance report to the Adult Program Manager may cause the Golden Years Club to be placed on probation. (See also Article II Section 3)

Section 4. The treasurer shall maintain an accurate record of all incoming and outgoing monies and make reports to the club at club meetings. The treasurer (and/or assistant treasurer if elected) is also responsible for the club membership (if the club does not have a Membership Committee), collection of and depositing of membership dues, club trip fees, and other monies related to club functions.

Section 4a. The treasurer will provide written documentation of all monies collected from the club members (by written receipt or member initial of logbook). Section 5. The chaplain/devotional reader, if appointed, is responsible for the devotional at all regular meetings.

### **Article VI Membership**

Section 1. Members must be fifty (50) years of age or older by January 1 of said year and may attend up to three meetings as a visitor before becoming a full member.

Section 2. Individuals may join any of the clubs sponsored by the Raleigh PRCR Adult Program. A person may belong to one or more clubs but will be required to pay each club's membership dues (if applicable).

Section 3. Individuals shall attend at least 2/3 of schedule meetings annually unless absence is due to illness, trips, or an emergency in order to remain on the active membership list. This attendance policy should be determined, and may be modified if needed, by the club's officers and Club Liaison for each individual club.

Section 4. Clubs that wish to affiliate with the Adult Program must be approved and affiliated no later than October 15th to be eligible to attend the Golden Years Holiday Celebration in December.



Section 5 Individuals must be an active member, and have paid dues if applicable, of an affiliated Golden Years Club of the Adult Program as of the last Monday of October to be eligible to attend the Golden Years Holiday Celebration in December.

Section 6 Club members shall complete the Raleigh PRCR Release and Indemnity Form for each Golden Years Club in which they are a member. The form must be updated each year. Club members who choose not to complete a Raleigh PRCR Release and Indemnity Form are unable to go on a Golden Years Club trip or attend the Golden Years Celebration.

### **Article VII Membership Dues and Monies**

Section 1. An annual dues payment of \$10-15 is suggested, however, the amount of annual dues for each club is determined by majority vote by the club members. Collection of dues should be done annually or semiannually to reduce paperwork and aid in maintaining clear record-keeping for the club treasurer (and/or assistant treasurer if elected).

Section 2. Additional monies will be collected or raised according to club needs as approved by the club.

Section 3. All Golden Years Clubs that collect monies (dues, trips, and fundraiser) must establish a club bank account and deposit the previously mentioned monies into this account. This account must be in the Golden Years Clubs name with the club president and treasurer as the signatures for the account. If the club president and the treasurer are related or in a relationship, the vice-president will then take the place of the president on the account.

Section 3a. No individual's social security number may be linked to the clubs account. The provided Golden Years Club tax i.d. must be used for said account.

Section 4. Clubs sponsored by a church may use the church bank account instead of creating a Golden Years bank account. The club treasurer shall continue to follow the duties of the office as noted in Article V Sections 4 and 4a.

Section 5. An end of year Golden Years Club financial audit shall be completed at the end of the club's calendar year. The Auditing Committee, with the outgoing treasurer and Club Liaison are to review all financial records including, but not limited to, bank records, receipt books, receipts, and log books to ensure all incoming and outgoing monies are accounted for and determined as an appropriate expense. Clubs that use a church sponsored bank account must include the church's treasurer in the financial review.

Section 5a. An end of year Golden Years Club audit report/letter shall be submitted to the Adult Program director/manager by the last Monday of August. This report does not require any notation or documentation of monies or account balances. The report/letter must be signed by the Golden Years Club outgoing and incoming: president, treasurer, club liaison and all members of the audit committee. All Golden Years Clubs that fail to meet the report requirements shall be placed on probation as a Golden Years Club until requirements are met.

**Article VIII Required Committees** - These committees are appointed by the President and/or Executive Committee. The number in parenthesis is the number of committee members required.

Section 1. Nominating- Prepares a slate of officers for the coming year. (2-3 plus the club liaison)

Section 2. Auditing- Reviews banking books and records each May for checks and balances. (1-3 plus the club liaison)





# Golden Years Association Clubs

## Raleigh Parks, Recreation and Cultural Resources Department

- Article IX Suggested Committees - These can be formed at the discretion of each club and are appointed by the president and/or executive committee. The number in parenthesis is the suggested number of committee members.
- Section 1. Birthday and Refreshments- Provides cakes and prepares decorations. (2-3)
- Section 2. Telephone Tree- Makes calls as deemed necessary by the president and/or executive committee. (2-5)
- Section 3. Visiting and Sunshine- Phones and visits, if advisable, all sick or shut-ins. Sends sympathy/get well cards and flowers; if not the responsibility of secretary. (3-5)
- Section 4. Clean-Up- Responsible for tidying meeting space after each club meeting and special functions. (3-5)
- Section 5. Program- Assists president in planning programs (2-5).
- Section 6. Publicity- Sees that the club receives publicity in the local papers and keeps scrapbook and/or bulletin board of club news (2-4).
- Section 7. Reporter- Sends in reports for the Golden Review; if not done by the secretary. (Due on the 15th of the month)
- Section 8. Membership-Responsible for recruiting new members, gathering and maintaining accurate member information, create/update the club membership book, develop/maintain a club membership email list and keeping all club members information confidential. The club email group list may not be used for any other purpose outside of the club business and may not be shared with any agency/individuals outside of the club's active members. All email addresses must be placed in the "bcc" section of an email when mailed out to maintain confidentiality.
- Section 9. Trips- Assists vice-president in planning club trips/outings for club members and responsible for ensuring that all club members and guests have a current Raleigh PRCR Release and Indemnity Form as well as the form for each member/guest are available throughout the trip for emergency purposes.
- If using a Raleigh PRCR vehicle: responsible for reserving a Raleigh PRCR vehicle with a submission of a Vehicle Request Form to the Adult Program Manager, responsible for securing an approved Adult Program driver, ensures the Mileage Reporting Form is filled out and signed by the driver while on the trip, and works with the club treasurer to submit payment for department vehicle usage with the guidance of the club liaison (2-3).
- Article X Probation - Club or Member
- Section 1. Neglecting to follow the Raleigh Golden Years Association Clubs Constitution and By-Laws by a Golden Year Club/member/officer will cause the club/member/officer to be placed on probation by the Raleigh PRCR Adult Program staff. Each incident will be reviewed on a case-by-case basis by, but not limited to, Raleigh PRCR Adult Program staff, the club liaison/club representative and an unbiased 3rd party.
- Section 2. The club/member/officer will not be allowed to affiliate with the Raleigh Golden Years Association until the terms of the probation are met.



# Club Liaison's General Duties and Guidelines

The Club Liaison will serve as a liaison to the Adult Program with associated duties that include: distributing flyers and other marketing materials to members about upcoming events, trips, and activities provided by the Raleigh Parks and Recreation Cultural Resources Department. Additional duties also include: distributing information on upcoming community events and programs for older adults, working directly with the officers and committees of the club ensuring that the Golden Years Club Constitution and By-Laws are being followed, and assist with transportation setup for club trips.

The Adult Program does not require any other duties from the Club Liaison that is not outlined in this document. The Adult Program has the right to add or remove any duties for the Club Liaison position as needed to ensure the customer services of club members. No duties will be added or removed without the Club Liaison's knowledge and written signature.

- The Club Liaisons primary responsibilities are to be a liaison between Adult Program staff and the club members and officers as well as ensuring that the Golden Years Club Constitution and ByLaws are being followed by the offers and members.
- The Club Liaison must report any violations to the Constitution and By-Laws by a club officer or club member within 24 business hours to the Recreation Program Director or Manager for the Adult Program. The Club Liaison is also encouraged to reach out to the program manager to discuss any issues or concerns regarding an officer, member, or club situation as they arise as well.
- The Club Liaison is responsible for ensuring that each club member has completed and updated their Release & Indemnity Form on a yearly basis. A copy of these forms should be kept in a notebook and be readily accessible at any and all club functions and trips.
- The Club Liaison is responsible for turning in the original Release & Indemnity Forms to Carmen Rayfield. The forms must be turned in by the last liaison meeting of October each year in order for that club member to attend the Golden Years Holiday Celebration.
- Club Liaisons work directly with the Vice President or the Club Trip Coordinator to arrange and/or cancel departmental transportation for club outings.
  - Request to be made for Raleigh department vehicles at least three weeks in advance for a trip. Reservations are made by submitting the Vehicle Request Form.
- No member may be denied access to a trip based on their disability, abilities, age, race, or ethnicity. The City of Raleigh and charter bus companies offer vehicles with lifts.
- Club Liaison will assist Club Trip Coordinator or Vice President with booking a driver from the Adult Program Driver list.
  - It is the clubs responsibility to provide the driver with the trip date, time, destination, pickup location, and vehicle number reserved. The clubs are also responsible for cancelling Page 2 of with the driver within three business days of the trip. Failing to do so will result in the club paying the driver's salary for the amount of time the trip was originally scheduled for.



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# Club Liaison's General Duties and Guidelines

- If the number of members attending a trip does not meet the originally planned maximum number and a smaller vehicle can be used for the trip or if the trip is cancelled, the Club Liaison is responsible for ensuring this information is relayed to Carmen Rayfield know within three business days.
- Club Liaisons will ensure that the mileage reporting form was completed while on the trip and will ensure the submission of the mileage reporting form and payment to Carmen Rayfield within two weeks of the trip.
- Liaisons are required to attend monthly liaisons meetings held on the last Monday of the month at 10:00am at the Five Points Center for Active Adults at 2000 Noble Road in Raleigh. If the liaison cannot attend, it is their responsibility to send a representative in their place. This is usually the club president but any member can attend as a representative.
- Liaisons or representatives must attend all fall Liaisons Meetings August – November. Those clubs that did not have a representative attending the meetings will be placed on a “stand-by list” for the Annual Golden Years Holiday Banquet and will be added to the seating based on availability.
- Club Liaisons must submit club attendance sheets to Carmen Rayfield each month, either at the liaisons meeting or via email.
- All Club Liaisons (paid employees or volunteers) are required to report any criminal charges (allegations or substantiated) to the Recreation Program Director or Manager for the Adult Program within 24 hours. Failure to make a report could be cause for termination of employment and/or volunteerism.
- Club Liaison will attend the Golden Years Holiday Celebration and be in charge of their club during the event. The Club Liaison will work with the Adult Program Staff for the clubs transportation, collecting the event tickets and distributing them to the club members. They will assist the Adult Program staff to ensure the club members arriving and departing schedule is followed.
- Club Liaison is highly encouraged to attend a Raleigh PRCR offered CPR class. Class dates and times are available year round by contacting an Adult Program Staff member.

## City of Raleigh Contact Numbers:

- Carmen Rayfield Office: 919-996-4734 Cell: 919-602-6990
- Todd Riddick Office: 919-996-2151 Cell:919-278-6275
- 

**I have been given and read a copy of the Club Liaisons General Duties and Guidelines.**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Club: \_\_\_\_\_



Raleigh  
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# Volunteer Application

Thank you for your interest in volunteering with Raleigh Parks, Recreation and Cultural Resources. Please complete the following application to participate in an ongoing volunteer opportunity with our department. A Parks, Recreation and Cultural Resources staff will contact you with more information on becoming a volunteer and completing a background check.

## Personal Information

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell): \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Would you like to subscribe to the Volunteer Services Program monthly newsletter? Yes No

## Emergency Contact Information

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

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Special Medical Circumstances:

## Volunteer Interests

Please select the following interest(s) in volunteering. For more information on our ongoing volunteer opportunities, visit Raleigh Parks, Recreation and Cultural Resources Volunteer Webpage.

Adopt-A-Park

*Desired Park and Volunteer Activities:*

Adopt-A-Trail

*Desired Trail:*

Recreation Program Assistant

*Desired Recreation Program:*

Invasive Species Program

*Desired Park/Trail:*

Recreation Class Instructor

*Type of Class interested in teaching:*

Other:

Historic Resources and Museums Program Assistant

*Desired Historic Site Location:*



Raleigh  
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# Volunteer Application

Group Name (if applicable): \_\_\_\_\_

Volunteer Age Range (if applicable): \_\_\_\_\_

## Available Volunteer Work Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Available							
Times							

## Frequency of volunteering

Weekly

Bi-Monthly

Monthly

Quarterly

### Please sign below when you have read and understand all statements.

I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily and information may be disclosed to any party with legal and proper interest. I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the Raleigh Parks, Recreation and Cultural Resources department.

I understand that the Raleigh Parks, Recreation and Cultural Resources Department reserves the right to screen volunteers, and the Department will not accept anyone as a volunteer who would jeopardize any aspect of service or the safety of Parks, Recreation and Cultural Resources customers and staff.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If volunteer is under 18)

PRCR Site/ Program Supervisor Name: \_\_\_\_\_

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

Non-Discrimination Policy –The City of Raleigh Parks, Recreation and Cultural Resources Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the areas may file a complaint with the Director of the Raleigh Parks, Recreation and Cultural Resources or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240

### TO BE COMPLETED BY VOLUNTEER'S PRCR STAFF SUPERVISOR

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position of Volunteer: \_\_\_\_\_ Volunteer Work Site: \_\_\_\_\_

PRCR Program, Site, or Facility: \_\_\_\_\_

Volunteer Duties:

% of Time volunteer unsupervised by FT PRCR staff: \_\_\_\_\_

% of Time volunteer in contact with minors: \_\_\_\_\_