



The Richmond Recreation Department operations are such that there are several occasions that volunteer opportunities become available with various events, programs and skills.

To categorize volunteer opportunities, some of the volunteer assignments may be classified as follows:

- Opening and Closing for programs and/or open gym time
- Taking money or punch-cards and document as needed
- Staff the building for group meetings or rentals
- Assist the Recreation Departments with events

If you have a special skill or talent that you would like to volunteer to share with the community, please include the details on your application under this category.

Regardless of the area you wish to volunteer your time and service, you must agree to follow the required steps to be approved and to become an eligible volunteer.

Volunteers will:

1. Complete and submit a Volunteer Application
2. Agree to participate in a background check through ICHAT
3. Attend Volunteer Orientation. The Recreation Director will provide all of the necessary training for those volunteers.

# Roosevelt Civic Auditorium Volunteer Application

**INSTRUCTIONS:** We thank you for your interest in volunteering. Careful and thorough completion of this application is an important step in the Recreation Department's consideration of individuals for volunteer assignments.

## Personal Information

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

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

Phone Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Please answer the following questions by checking yes or no.

Please provide an explanation as appropriate. You may use a separate sheet of paper if needed.

1. Do you live within the City of Richmond city limits?  Yes  No
2. Are you willing to participate in a thorough background check?  Yes  No

## Volunteer Area or Areas of Interests

- Office or Clerical Tasks – such as: Answer phones, collect money, mark punch cards
- Opening and closing for Open Gym times
- Assist the Recreation Department in running events
- Private rental or meeting coverage
- Host an event; for example knitting group, quilting group, senior coffee day
- Other – I have a Special Skill and I want to: \_\_\_\_\_

### **PLEASE READ CAREFULLY BEFORE YOU SIGN THE VOLUNTEER APPLICATION**

I authorize Richmond Recreation to verify information in this application. I understand that a background screening (iChat) will be conducted as it applies to the volunteer assignment in which I have expressed an interest and I give my consent to the same.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Return completed application to:

Richmond Recreation Dept  
36164 Festival Dr.  
Richmond, MI. 48062