

Welcome to NORDC's Volunteer Program!

Please read the instructions below before completing this application:

Special Events Volunteer

Complete Sections A and B, pages 6-8 and the Background Check

Rec Center Volunteer

Complete entire application

Athletics Volunteer

Complete Sections A and B, pages 6- 8 and the Background Check

Please return this application to NORDC
by mail or in person to

5420 Franklin Ave.,
New Orleans, LA 70122



VOLUNTEER APPLICATION FORM

Application Date: _____

SECTION A

DEMOGRAPHIC DATA

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date of Birth: _____ Gender: Male Female

Drivers' License or State ID#: _____

T Shirt Size: S M L XL 2XL 3XL 4XL

SECTION B

VOLUNTEER AREAS OF INTEREST/AVAILABILITY

Please check all areas of interest/availability

Coaching Youth Athletics	Special Events	Rec Center
<input type="checkbox"/> Baseball	<input type="checkbox"/> Black History Month (February)	<input type="checkbox"/> Office Administrative Work
<input type="checkbox"/> Basketball	<input type="checkbox"/> Easter (March)	<input type="checkbox"/> Teen Council/Chevron Future Leaders
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Youth Fit Fest (April)	<input type="checkbox"/> Score Keeper/Score Board Operator
<input type="checkbox"/> Flag Football	<input type="checkbox"/> Family Fun Walk (July)	<input type="checkbox"/> Pool Attendant/Gym Monitor
<input type="checkbox"/> Football	<input type="checkbox"/> Halloween (October)	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Soccer	<input type="checkbox"/> Athletic Championships (Year Round)	<input type="checkbox"/> Arts Education
<input type="checkbox"/> Tennis	<input type="checkbox"/> Other:	<input type="checkbox"/> Outdoors Program
<input type="checkbox"/> Track		<input type="checkbox"/> Cultural Program
<input type="checkbox"/> Volleyball		<input type="checkbox"/> Music Education
<input type="checkbox"/> Other:		<input type="checkbox"/> Event Chaperon
		<input type="checkbox"/> Rec Center Supervision
		<input type="checkbox"/> Athletic Field Clean Up

**Youth athletic coaches are required to submit a Volunteer Coach application and complete all necessary steps.*

Preferred populations (please check all that apply):

☐ Adults ☐ Seniors ☐ Teens ☐ Youth ☐ Special Needs ☐ Other: _____

SECTION C

Availability (please indicate all that apply) : ☐ Seasonal/Occasional ☐ Regular : ☐ Daily

Monday	AM / PM	TO	AM / PM
Tuesday	AM / PM	TO	AM / PM
Wednesday	AM / PM	TO	AM / PM
Thursday	AM / PM	TO	AM / PM
Friday	AM / PM	TO	AM / PM
Saturday	AM / PM	TO	AM / PM
Sunday	AM / PM	TO	AM / PM

Geographic/Site Preferences (please indicate all that apply) :

- ☐ Specific playground/ park name: _____
- ☐ Specific recreation center: _____
- ☐ Specific camp location: _____

SECTION D

BACKGROUND INFORMATION/ EXPERIENCE

Special Training/Education in Recreation : _____

Job Title: _____ Current/Most Current Employer: _____

Employer Address: _____

City: _____ State: _____ Zip Code _____

From: _____ to _____ Work Number: _____

Are you a U.S. Citizen? ☐ Yes ☐ No

Have you ever been employed by NORD or NORDC? ☐ Yes ☐ No

If yes, what was your job title? _____ From _____ To _____

Name(s) of family member(s) employed by NORDC: _____

☐ Not Applicable Are you a student? ☐ Yes ☐ No Will this volunteer service result in class credits/hours?

☐ Yes ☐ No Number of class credits/hours needed: ☐ N/A

School Name: _____

Major: _____ Graduation Date: _____

School Address: _____

City: _____ State: _____ Zip Code _____

School Coordinator's Name: _____

School's Coord. Email: _____

School's Coord. Phone: _____

List any special experience or training that would add to your volunteer position:

Please list any previous recreation-related job or volunteer positions:

Do you have any physical or psychological conditions which would limit your ability to be a volunteer?

Please note that HIPAA regulations require that any information provided will be kept strictly confidential

☐ Yes ☐ No

If yes, please explain: _____

NORDC OFFICE USE

Date received by District Manager (DM): _____	DM Approval: DYes DNo
DM Signature _____	Date _____
Date volunteer entered into NORDC system: _____	Volunteer Coordinator Initials: _____

VOLUNTEER SCREENING PROCESS

The New Orleans Recreation Development Commission (NORDC) requests NOPD background checks for all applicants over the age of 18 serving in any capacity. Under certain circumstances, NOPD may require that applicants provide additional information for other law enforcement agencies.

Applicants must authorize this screening and provide the following information: full name, current address, date of birth, and social security number. This information will be collected solely for the purpose of determining the applicant's eligibility for acceptance as a NORDC Volunteer. The following screenings will be completed:

- Criminal background records/information
- Sex Offender Registry Checks
- Current address verification

Applicants will be notified in writing only if they are deemed "ineligible." Any documents obtained in the screening process will be provided to the applicant upon request.

Screening Guidelines:

A person will be disqualified and prohibited from serving as a volunteer for NORDC if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, expungement, or dismissal.

- All sexual offenses (regardless of the amount of time since the offense) - Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
- All felony Violence (regardless of the amount of time since the offense)- Examples include but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
- Any crimes involving children (regardless of the amount of time since the offense)
- All felony offenses within the past ten (10) years- Examples include but are not limited to: drug offenses, gun offenses, theft, embezzlement, fraud
- Misdemeanor - Violent offenses within the past five (5) years- Examples include but are not limited to: simple assault, battery, domestic violence (not involving children), if children were involved (lifetime ban), hit and run.
- Misdemeanor - Non-violent within the past three (3) years or multiple offenses in the past five (5) years- Examples include but are not limited to: driving under the influence, simple drug possession, public intoxication, marijuana possession, possession of drug paraphernalia, theft if person is handling monies.

Pending cases: Anyone who has been charged for any of the disqualifying offenses or for cases pending in court may not be permitted to volunteer until the official adjudication of the case. Should any charges be uncovered or brought against the applicant during their time with NORDC, the applicant shall be suspended until such time as the charges have been cleared or dropped and they are reinstated by NORDC. The applicant is required to disclose any charges that are brought during their time with NORDC the volunteer coordinator.

Background Check Consent

I authorize and give consent for NORDC to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Current address verification

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

SIGNATURE: _____ DATE: _____

NORDC Volunteer Application (Rev 03/2/16) - PAGE 6 OF 8

VOLUNTEER TERMS AND CONDITIONS

Acceptance of a volunteer assignment carries with it an understanding that the assignment is offered pending final clearances. By accepting a volunteer assignment, you also agree to the following Terms and Conditions:

SUBSTANCE ABUSE

Substance abuse is strictly prohibited on all NORDC facilities and during the management of any NORDC programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with NORDC will be turned in to the police department and prosecuted to the fullest extent of the law. NORDC volunteers are not allowed to drink alcohol or smoke at any NORDC facilities while volunteering. NORDC volunteers are not allowed to serve while under the influence of alcohol and/or any other substances.

INAPPROPRIATE BEHAVIOR

All volunteers are strictly prohibited from any behavior that could be construed as inappropriate, including but not limited to, physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching or mannerisms).

NOTICE OF CRIMINAL PROCEEDINGS

Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify their NORDC supervisor immediately. Failure to give prompt and proper notice may constitute grounds for removal from service.

GOOD SPORTSMANSHIP

Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all NORDC programs and relieved of all volunteer coaching duties. For example, ridiculing of officials, opposing teams or coaches and use of profanity.

COMMUNITY RELATIONS

Volunteers will display a positive image of NORDC at all times. All interactions with NORDC staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.

RULES AND ROSTERS

Volunteers will be expected to follow all rules set forth by NORDC, including but not limited to, deadlines to turn in required paperwork and rosters, timelines and attendance at mandatory meetings and clinics. Failure to follow these rules may result in the coach and/or team being denied participation in the NORDC league.

TRAINING

All volunteers must attend and participate in any required training through NORDC. The volunteer coordinator will advise volunteers of any required training after the volunteer has been approved through the volunteer screening process. Failure to complete required training may be grounds for removal from service. Additional training may be required as needed to ensure the safety and success of NORDC programs. The volunteer coordinator will keep track of all recorded training hours, but it is the responsibility of the volunteer to complete the actual training and therefore keep his or her applicable credentials current with NORDC.

NON-WAIVER

Nothing in this policy shall be construed as a waiver or limitation of the discretion of NORDC to disqualify an applicant for a volunteer position when, in the sole opinion of NORDC, such is in the interests of NORDC or its program participants.

SIGNATURE: _____ DATE: _____

VOLUNTEER SERVICES AGREEMENTS

Please sign below when you have read, understand, and agreed to all statements.

- I certify that the statements made in this Volunteer Application are true, correct, and given voluntarily. In addition, I understand that this information may be disclosed to any party with legal and proper interest.
- I understand that (NORDC reserves the right to screen volunteers, and NORDC will not accept anyone as a volunteer who would jeopardize any aspect of service or the safety of NORDC patrons or staff.
- I understand that I am to adhere to and abide by all rules and regulations of NORDC.
- I understand that I will not be paid for my services as a NORDC volunteer, and I am giving my time freely to the park/facility to which I am assigned.
- I understand that if I am unable to arrive at a scheduled time for any reason, I am to notify the NORDC site supervisor/recreation center manager as soon as possible.
- I understand that I am required to attend all training sessions required by NORDC.
- I understand that as a volunteer I shall not engage in any form of media relations while representing NORDC.
- I understand that all equipment and materials that are used and purchased during my time as a volunteer are property of NORDC.
- I agree that I will not hold NORDC, its employees, sponsors, volunteers, or commissioners responsible for any injuries or losses I might incur while performing volunteer services for NORDC.
- As a volunteer, I agree to accept direction from any and all NORDC staff.

SIGNATURE: _____ DATE: _____

LIABILITY WAIVER/PHOTO RELEASE

I understand that there is an element of risk involved in activities of this nature and that NORDC assumes that I am covered by personal liability insurance. By signing this waiver, my permission is granted to NORDC personnel to provide basic first aid and to secure emergency medical services if needed.

During NORDC events/a photographer will often be on premises taking photos of the participants. Photos will be used in marketing brochures, program guides, advertising, etc. By signing this waiver, I permit myself to be photographed for the above-stated purposes.

SIGNATURE: _____ DATE: _____

TERMS AND CONDITIONS ACKNOWLEDGEMENT

I have received and read NORDC's Volunteer Terms and Conditions and agree to abide by the policy guidelines as a condition of my volunteer status at NORDC. I understand that if I have questions, at any time, regarding Volunteer Terms and Conditions, I will consult with NORDC Volunteer Coordinator.

SIGNATURE: _____ DATE: _____

NEW ORLEANS POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
715 SOUTH BROAD STREET
NEW ORLEANS, LOUISIANA 70119

REQUEST FOR CRIMINAL
HISTORY BACKGROUND
CHECK INFORMATION

The applicant listed below has applied to this company for consideration of a service provided by this company. As part of our policy, we are requesting a check of your arrest records to determine if the applicant has ever been convicted of any state or municipal violation in your jurisdiction.

The applicant has been made aware of our policy, and by his signature, is personally agreeable to release the requested information. All information will be held in strict confidence between the company and the applicant. A self-addressed, stamped envelope is enclosed for return mailing.

COMPANY NAME: NEW ORLEANS RECREATION DEVELOPMENT COMMISSION

ADDRESS: 5420 FRANKLIN AVE.

CITY/STATE/ZIP: NEW ORLEANS, La 70122

Victor N. Richard III, CEO
Print Name of Company Official

Signature of Company Official

As the applicant, I have been made aware of the above mentioned policy
and I agree to the release of my Criminal History information to this company.

Applicant's Signature

Date:

APPLICANT INFORMATION (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

NAME: _____ RACE: _____ SEX: _____
(First, Middle (if applicable), and Last)

MAIDEN NAME(S): _____
(Please give all names if married more than once.)

ADDRESS: _____ DATE OF BIRTH: _____
(Please include city and state.)

STATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

Applicant's Signature

Date:

APPLICANT MUST INCLUDE A COPY OF DRIVER'S LICENSE OR STATE IDENTIFICATION CARD.

Take Check or Money Order in the amount of \$5.00 payable to the NEW ORLEANS POLICE DEPARTMENT.

Mail to: NEW ORLEANS POLICE DEPARTMENT
RECORDS AND IDENTIFICATION DIVISION
715 SOUTH BROAD STREET
NEW ORLEANS, LOUISIANA 70119

By this signature, I authorize the release of my arrest/conviction record and waive such legal rights that may arise out of the release, and I do release all persons from liability in connection with the release of this information. Policy permits the release of only those charges that have resulted in a conviction. The results of this check are compiled from information obtained only in our jurisdiction.

DATE	OFFENSE	DISPOSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

****IMPORTANT:** The Department of Police cannot make an accurate identification based upon name and date of birth. Any information contained on any name check is subject to verification between the requesting party and the applicant. The New Orleans Police Department assumes no responsibility for any action resulting from the information furnished.

Note: If the imprint of the SEAL is not affixed to this form through the name of the Records Room Clerk, this form is not valid.

Page Two Attached _____

Date Received: _____ RECORD ROOM CLERK _____ Revised: 10/07/2014