



Volunteer Project Packet

Equipment Requests*

Equipment	Mark X	Quantity	Staff Approved	Equipment Returned
Clean-up Kit (includes vests, trash pickers and bags)				
Dumpster				
Port-a-potty				
Debris Pick-Up				
Parks Staff				

(*All requests are based on approval and availability)

Application Checklist (all boxes must be marked with an "X" if not applicable mark "NA")

Forms to be submitted	Mark X
Volunteer Clean Up Project Application	
Litter Clean-up Equipment Reservation Form	
Volunteer Individual Waiver	
Volunteer Group Roster Waiver	

Organization Name: _____

Organization Signature: _____ Date: _____

City of West Sacramento Parks & Recreation signature below indicates approval of application.

Staff/Department Representative assigned: _____

City Staff Signature: _____ Date: _____

Phone: _____ Title: _____

Office Use Only

Cubic Feet of Debris Cleaned	
Number of Bags of Debris	
Newsletter Item	



Litter Clean-up Equipment Reservation Form

To reserve litter clean-up equipment, complete sections 1-4 of this form and return it to the Department of Parks & Recreation contact Ana De Luna anad@cityofwestsacramento.org prior to your event. Reservations will be taken on a first come first served basis.

1. Litter clean-up event information			
Event Date		Contact Name	
Start Time		Organization	
End Time		Contact Email	
# of People expected		Contact Phone	
Location where litter collection will take place			
2. Place a checkmark next To the kit(s) you would like to reserve.			
<input type="checkbox"/> Gear Kit 1 20 Grabbers 20 Adult Vests Adult Gloves Trash Bags, ____ Buckets	<input type="checkbox"/> Gear Kit 2 20 Grabbers 20 Adult Vests Adult Gloves Trash Bags, ____ Buckets	<input type="checkbox"/> Gear Kit 3 20 Grabbers 20 Adult Vests Adult Gloves Trash Bags, ____ Buckets	<input type="checkbox"/> Kid's Kit 20 Short Grabbers 7 Adult Grabbers 20 Small, 7 Adult Vests Small and Adult gloves Trash Bags, ____ Buckets
3. When would you like to pick up litter collection gear kit(s) from City Hall?			
Gear kit pick up Date		Gear kit pick up Time	
Would you like Greener West Sac re-useable beverage bottles as thank-you gifts for the volunteers? Yes ____ No ____ If yes, how many would you like? ____			
Any Special Requests?			
4. When do you plan to return litter collection gear kit(s)?			
Return Date			
5. Complete this section after the event and return with gear kit(s).			
Actual # People		Phone Number	
Actual # Hours		# Bags Collected	____ Trash ____ Recycle ____ Other
Notes / Other Items Picked Up // Gear Repairs or Replacement Needed:			

Litter Clean-up Event Guidelines

A clean city is important, but YOUR SAFETY is more important.

- Ensure everyone participating has signed the City waiver.
- Dress appropriately:
 - Wear sturdy closed-toe shoes.
 - Wear long pants.
 - Wear gloves to protect your hands. (*Gloves are included in City gear kit. Any pair you've used is yours to keep at the end of the event.*)
 - Wear bright clothes or a vest. (*Loaner safety vests are Included in gear kit.*)
 - A hat, long sleeves, and sunscreen are recommended.
- Hydrate yourself; Drink plenty of water and takes breaks often.
- Be aware of your surroundings at all times:
 - Watch for cars, buses and bikes.
 - Watch for and avoid wild and domestic animals, snakes, spiders, insects, and poison oak.
- Watch your step:
 - Watch out for barbed wire, sharp metal and broken glass.
 - Watch for trip hazards and unstable soil.
- Never put your hands into an area that is not visible.
- Never handle the following item: Instead call non-emergency dispatch: 916-372-3775 if you encounter:
 - Firearms
 - Needles
 - Dead animals
 - Chemicals or other unknown substances (please report if leaking or spilled)
 - Or for any safety concerns.

Yellow hazard flags are included in the gear kit to place near any of these identified hazards encountered during your event.

- Keep children and other volunteers in sight while picking up litter.
- Take a count of volunteers at the beginning and end of the event to make sure everyone is present at the end of the event.



City of West Sacramento Individual Volunteer Application

Activity: _____

Agreement, Waiver, and Release

In consideration for being permitted by the City of West Sacramento to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participating in said activity.

This release is intended to discharge in advance the City of West Sacramento (its officers, employees, or agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the City of West Sacramento (its officers, employees, or agents).

I understand that the above activity may be of a hazardous nature and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof.

Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the City of West Sacramento (its officers, employees, or agents) who through negligence, carelessness, or any other act or omission might otherwise be liable to me.

I further understand and agree that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the City of West Sacramento (its officers, employees, or agents) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. AS OF THE DATE OF MY SIGNATURE I AM THE AGE OF 18 OR OLDER. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE CITY OF WEST SACRAMENTO AND I SIGN IT OF MY OWN FREE WILL.

NAME OF ORGANIZATION (If applicable)

(Please Print): _____

VOLUNTEER CONTACT INFORMATION

Print Name: _____ Over 18?: Yes No

Signature: _____

Home #: _____ Cell #: _____ Email: _____

Parent or Guardian Signature: _____ Cell #: _____

Parent or Guardian signature required if under 18 years of age



**City of West Sacramento
Parks & Recreation**

**Roadside, Parks and Open Space Volunteer
Service Program Organization
Waiver of Liability**

Activity: _____

Agreement, Waiver, and Release

Adult (18 & over)

In consideration for being permitted by the above City to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participating in said activity.

This release is intended to discharge in advance the above City (its officers, employees, or agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of said City (its officers, employees, or agents).

I understand that the above activity may be of a hazardous nature and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof.

Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity and I hereby agree to assume any and all risks of injury or death.

I further understand and agree that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the above City (its officers, employees, or agents) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

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NAME OF GROUP OR COMMUNITY ORGANIZATION

(Please Print): _____

MAIN VOLUNTEER CONTACT

Print Name: _____ DOB: ____/____/____

Signature: _____

Home #: _____ Work #: _____ Cell #: _____

City of West Sacramento Roadside, Parks and Open Space
Volunteer Service Program Waiver of Liability/Roster

NAME OF GROUP OR COMMUNITY ORGANIZATION

(Please Print): _____

I HAVE CAREFULLY READ PAGE ONE (1) OF THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. AS OF THE DATE OF MY SIGNATURE I AM THE AGE OF 18 OR OLDER. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE ABOVE CITY AND I SIGN IT OF MY OWN FREE WILL.

VOLUNTEERS

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____

Print Name: _____ DOB: __/__/____ Age: _____

Signature: _____ Today's Date: _____