

New Volunteer Sign Up-PCBS

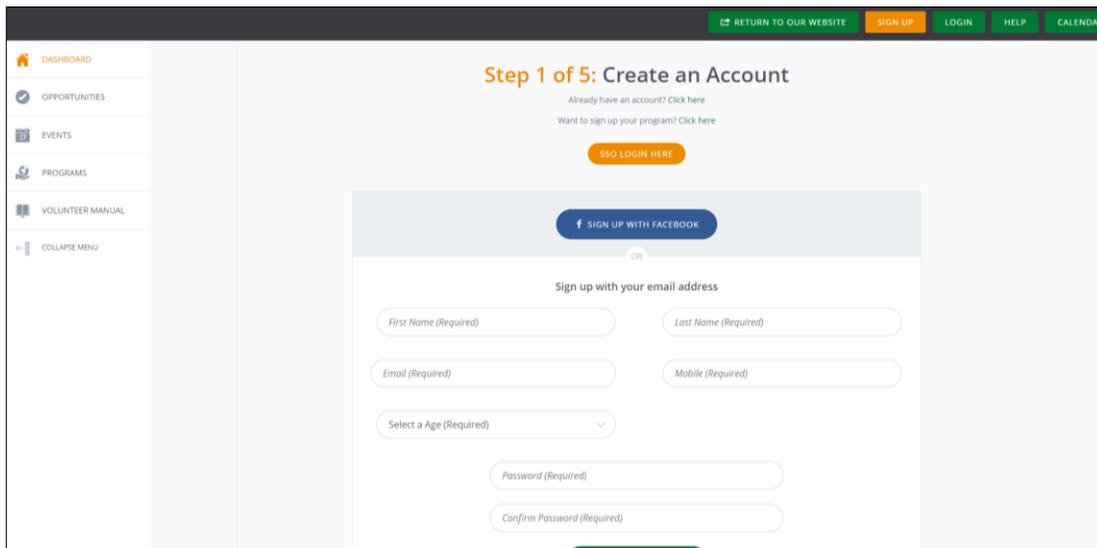
Palatine Park District has launched a new volunteer site! This site allows for better tracking of volunteer hours and makes the process easier for our volunteers.

If this is your first-time volunteering with Palatine Park District, please follow the directions below to create your account and get started.

Follow the link provided in the email or click [here](#). Click the orange button to sign up or respond



Step 1: You will need to sign up for an account. Fill in the required information and create your own password. Please note this password is known only to you, Palatine Park District does not see it. You can recover it through “forgot password”.



Step 2: You will be asked a couple of questions. If this is a required volunteer experience, please indicate so we can track accordingly. Please also complete T-shirt size so we can get you a volunteer shirt.

The screenshot shows the Palatine Park District Volunteer Program interface. At the top, there is a navigation bar with links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', and 'HELP'. Below the navigation bar is a header with a logo of three hands raised in front of a tree, and the text 'PALATINE PARK DISTRICT VOLUNTEER PROGRAM'. On the left side, there is a sidebar menu with options: 'DASHBOARD', 'OPPORTUNITIES', 'EVENTS', 'PROGRAMS', 'VOLUNTEER MANUAL', and 'COLLAPSE MENU'. The main content area is titled 'Step 2 of 5: Additional Questions'. It contains two questions: 'Is this a required volunteer experience? If so how many hours do you need to obtain?' with a dropdown menu set to 'No', and 'What is your T-shirt size?' with radio buttons for 'Small', 'Medium', 'Large', 'X-Large', and '2-XL'. A green button labeled 'CONTINUE TO NEXT STEP' is at the bottom.

Step 3: Select Skills. This section tells us a little more about you and what you might like to get involved with. You can select as many as you want or none at all. Coaching would be most appropriate.

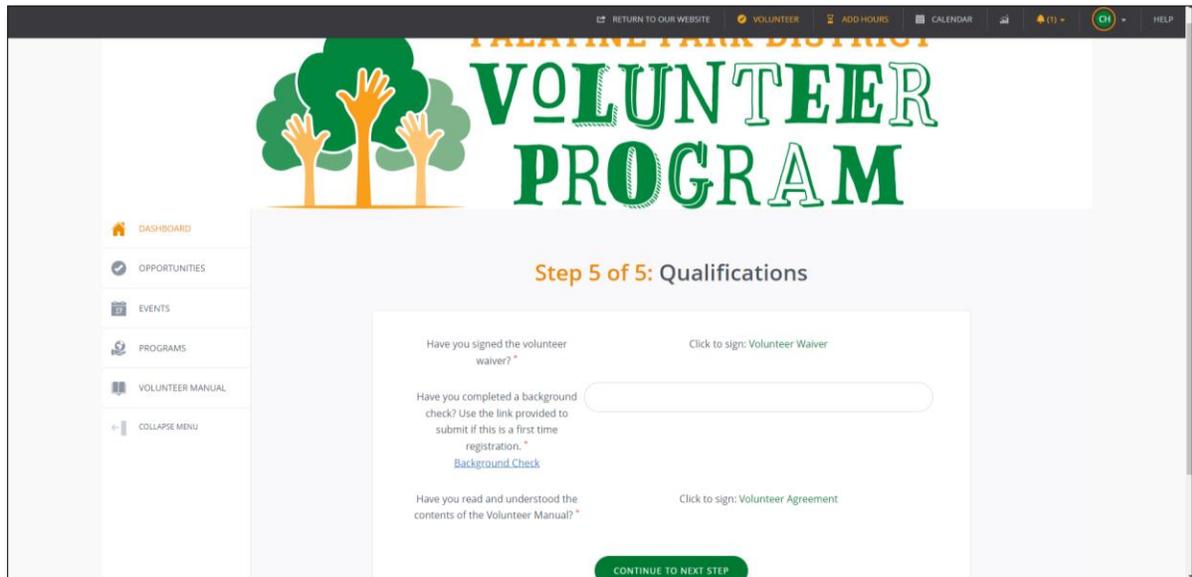
The screenshot shows the Palatine Park District Volunteer Program interface for Step 3 of 5: Select Skills. The navigation bar and sidebar menu are the same as in Step 2. The main content area is titled 'Step 3 of 5: Select Skills' and asks 'What interests, talents, and skills do you have?'. Below the question is a grid of 12 skill categories, each with an icon and a label: 'Skilled Labor', 'Art', 'Theater/Theater Tech', 'Special Event Help', 'Photography', 'Equine', 'Fitness', 'Technology', 'Clerical', 'Board Service', 'Coaching', and 'Environmental'. The 'Coaching' category is selected, indicated by a green checkmark in a circle above its icon. A green button labeled 'CONTINUE TO NEXT STEP' is at the bottom.

Step 4: Please select PCBD for your program.



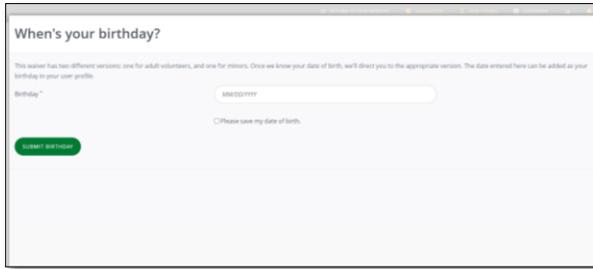
Step 5: This step has 3 parts.

In order to volunteer and sign up for any opportunities we have, you must sign a volunteer waiver, complete a background check, and sign the volunteer agreement.



Step 5a: Waiver

Enter your Birth date and click submit



When's your birthday?

This waiver has two different versions: one for adult volunteers, and one for minors. Once we know your date of birth, we'll direct you to the appropriate version. The date entered here can be added as your birthday in your user profile.

Birthday*

Please save my date of birth.

You need to click "continue" to sign waiver



Sign Waiver Page 1

Palatine Park District
VOLUNTEER WAIVER AND RELEASE

IMPORTANT INFORMATION
The Palatine Park District (PPD) is prohibited from holding the liability of voluntary (high impact) PPD use. Please safety rules and instructions that are designed to mitigate that risk to our volunteers. It is your responsibility to read and understand all of these rules.

Each volunteer is solely responsible for determining if activity is to be undertaken, especially if the volunteer plans to participate in an activity that is not a regular activity or event. It is recommended that you consult a physician before participating in any activity that is not a regular activity or event.

Health care and proper preparation, instruction, and safety equipment are required for all activities. The PPD is not responsible for any injury or damage that occurs while participating in any activity. The PPD is not responsible for any injury or damage that occurs while participating in any activity. The PPD is not responsible for any injury or damage that occurs while participating in any activity.

Sign Confirmation
Palatine Park District has requested you sign the following document:
Volunteer Waiver

Based on the birthday you enter, the system will recognize if you are an adult or minor and therefore require guardian signature as well. Both can be done on the same screen. After clicking complete signing, a pop up will appear asking if you consent to electronic signing.



Sign Waiver Page 1

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that may result as a result of my volunteer services. I further agree to waive and release all claims I may have (or accrue to me) as a result of my volunteer services against the PPD, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred to as "Parties").

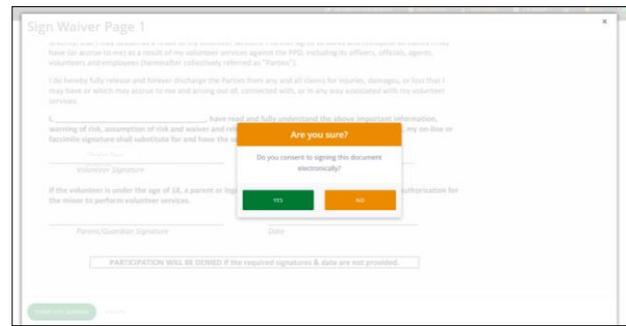
I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I, _____, have read and fully understood the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Volunteer Signature _____ Date _____

If the volunteer is under the age of 18, a parent or legal guardian must also sign below granting their authorization for the minor to perform volunteer services.

Parent/Guardian Signature _____ Date _____



Sign Waiver Page 1

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I, _____, have read and fully understood the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Volunteer Signature _____ Date _____

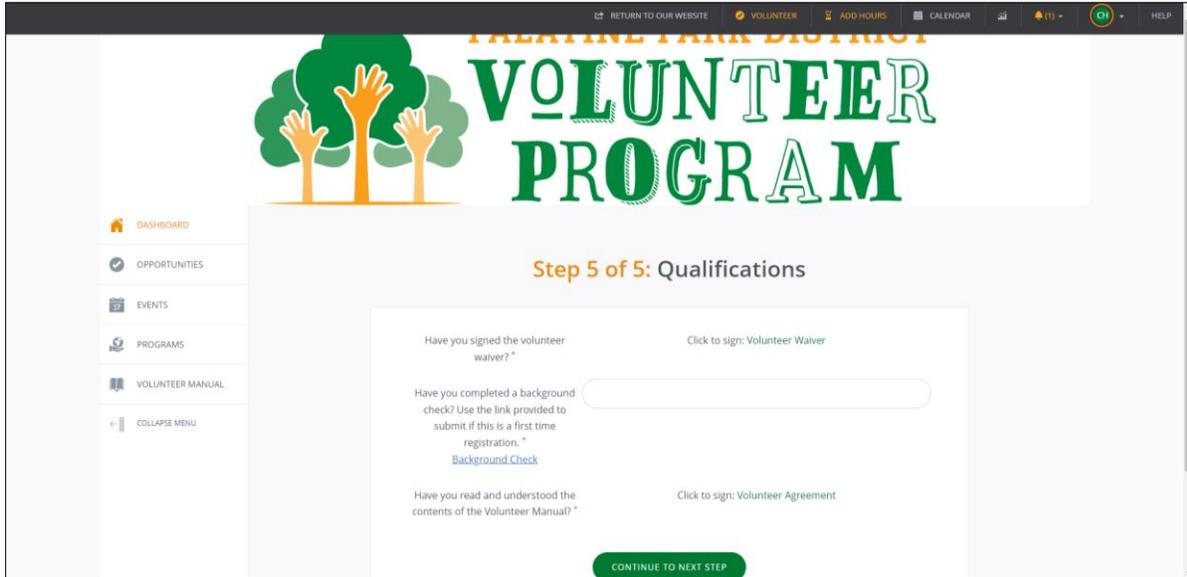
If the volunteer is under the age of 18, a parent or legal guardian must also sign below granting their authorization for the minor to perform volunteer services.

Parent/Guardian Signature _____ Date _____

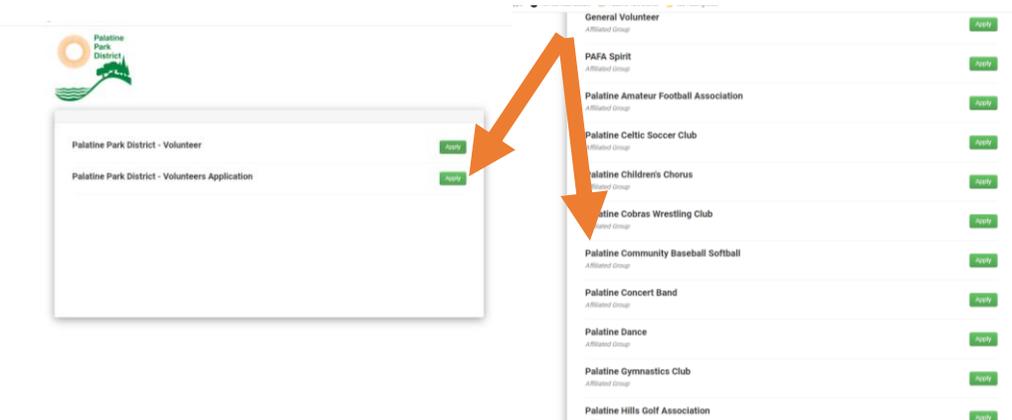
Are you sure?
Do you consent to signing this document electronically?

PARTICIPATION WILL BE DENIED if the required signatures & date are not provided.

Step 5b: After signing the waiver you need to submit a background check. Click on the link labeled “background check”. This will take you to our background check website.

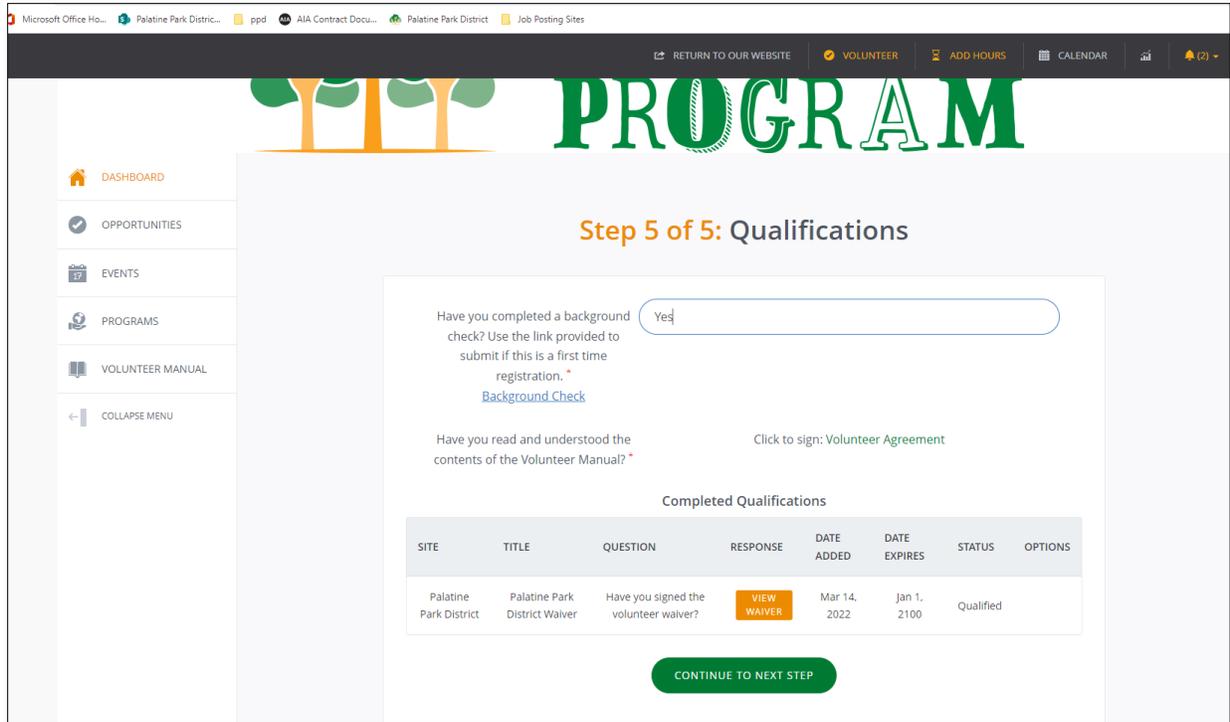


Click the BOTTOM option “**Palatine Park District- Volunteer Application**”. On the following page select “**Palatine Community Baseball Softball**”.



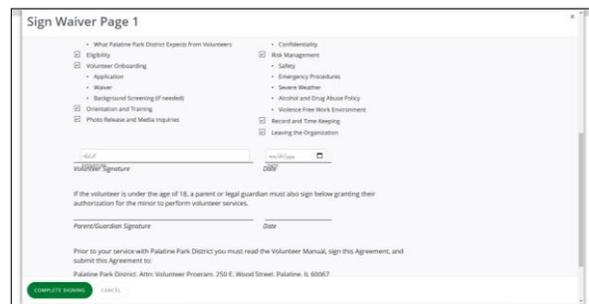
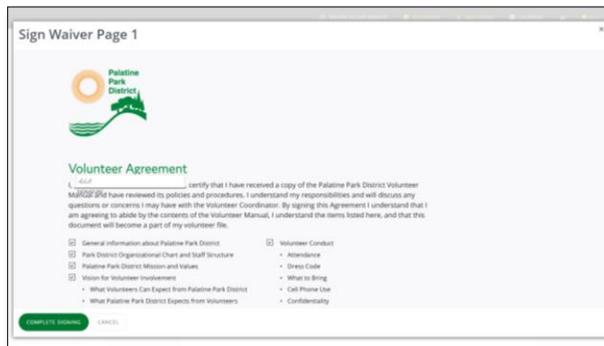
You are now at the background check site and need to follow the 4 steps to submit your background check. This is paid for by the park district. Once your approved background check is returned, you will be marked “qualified” in the system.

After you submit your background check you will need to write into the box “yes” to indicate you have completed the background check process.



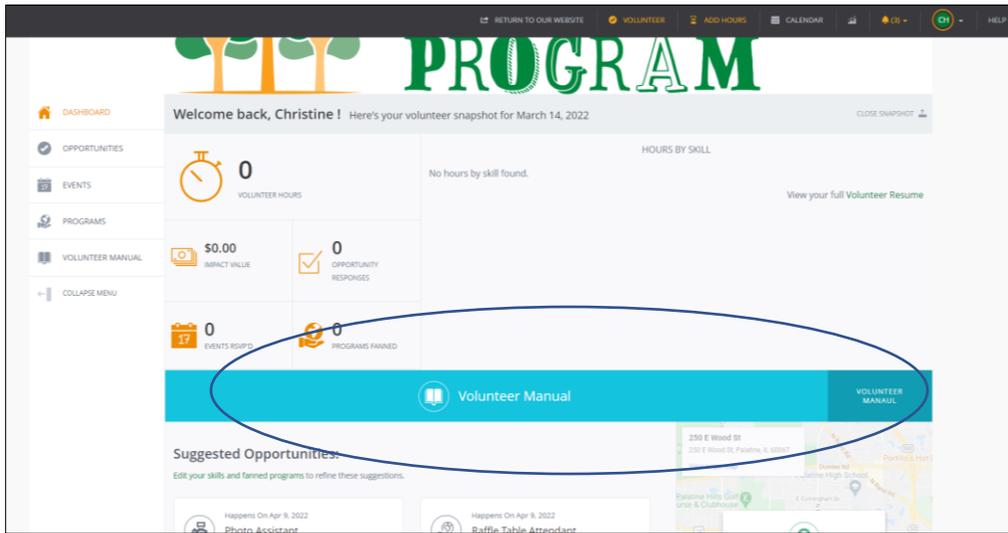
Step 5c: Any steps you have not completed will show up in green, Steps already done will either be removed from your screen or show in black ink. The final step is Volunteer agreement. A pop up similar to the waiver will come up asking you to continue.

The waiver will recognize if you are an adult or minor. There are two locations to sign this document.

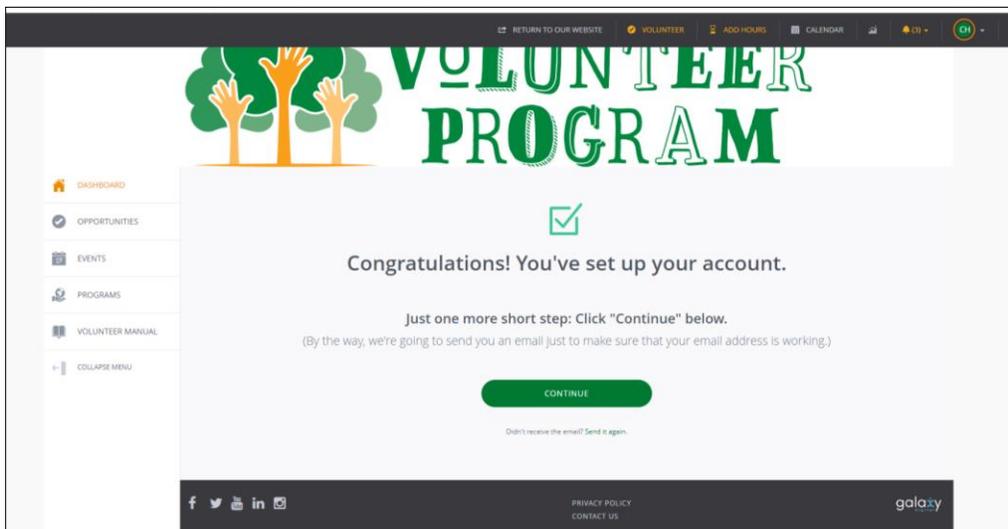


You will be asked if you consent to signing electronically again. Once complete you will be able to move off step 5.

The volunteer manual is always available to you on the home screen

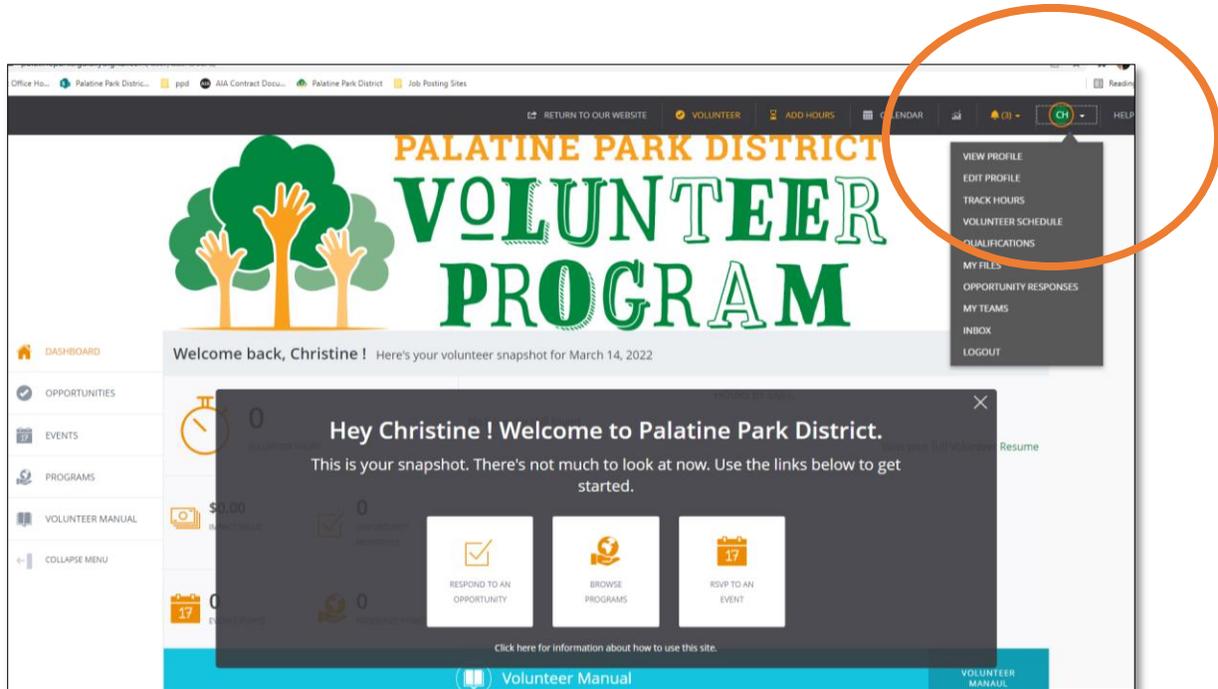


You are now ready to start volunteering!

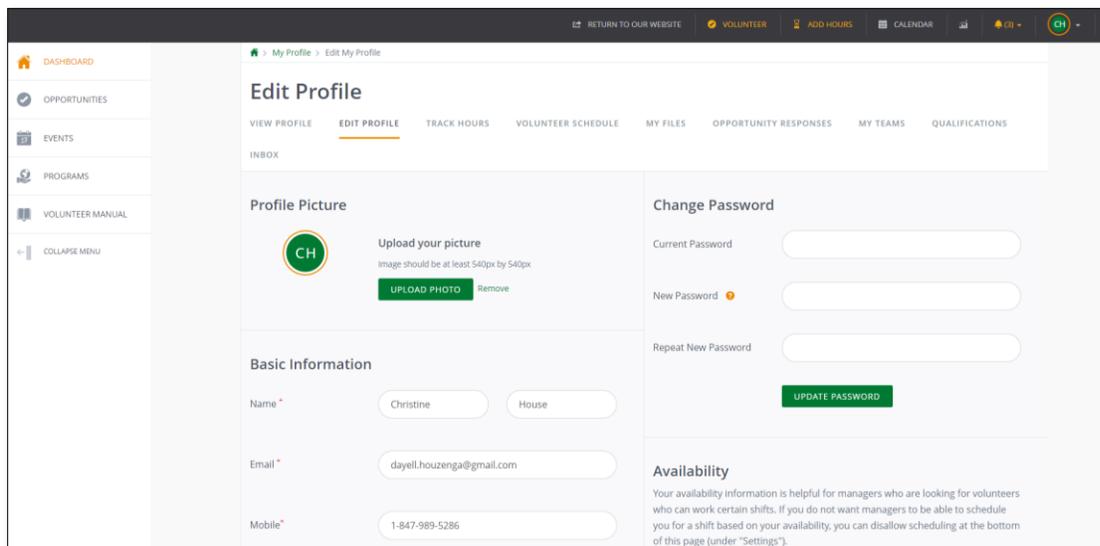


Profile Step Up

We encourage you to set up a profile. At the top right-hand corner of your screen click on your initials to see the drop-down menu and select “edit profile”.



Here you can add photos, enter your availability, and enter basic information about yourself.



Now there is an App!

You can see your schedule and track hours, and check in to volunteer events via the app. Search [Volunteer Get Connected](#).

