



## *Broward Branch Younger Members Group (YMG)*

To: All ASCE Young Members

From: Jennifer Smith, E.I.

Date: Saturday January 16<sup>th</sup>, 2010 8:45 am.

Re: Happy Hoofers - Park Clean-up, Removing invasive species

Where: Fern Forest Nature Center  
201 S Lyons Road, Coconut Creek  
Two blocks south of Atlantic Blvd, along Lyons Road.

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Hello ASCE Young Members and Happy New Year!

The Broward Branch ASCE Younger Members Group would like to start the new year by hosting a volunteer event with the 'Happy Hoofers'. This is an organization that cleans the Florida Trails throughout Broward County. Next Saturday, January 16<sup>th</sup>, we will be cleaning these trails and removing invasive species from the Fern Forest Nature Center (201 S Lyons Road, Coconut Creek).

If you are interested, please complete the attached volunteer form and bring with you to the park, along with a photo ID. ASCE will also be offering a lunch after the clean-up. We ask that you please RSVP if you would like to attend, so we can make sure we have plenty of food for everyone.

We hope to see you there, come out and help us make a difference in our community.

The Younger Members Activities are open to all ASCE members as well as prospective ASCE members. Our community events offer a great chance to meet up with former classmates and to make new friends. They are also great opportunities for professional networking. For more information, please contact Jennifer Smith or at [jsmith@chenandassociates.com](mailto:jsmith@chenandassociates.com) or visit our website for more information: [http://www.broward-asce.org/younger\\_members.html](http://www.broward-asce.org/younger_members.html)

**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS  
PARKS AND RECREATION DIVISION**

**WORKDAY VOLUNTEER APPLICATION**

**NOTE:** WORKDAY VOLUNTEERS COMPLETING THIS FORM ARE ONLY AUTHORIZED TO PARTICIPATE IN ONE ANNUALLY SCHEDULED WORKDAY SERIES (FROM OCTOBER-MAY). SUBSEQUENT ON-GOING VOLUNTEERING BEYOND THESE SCHEDULED WORKDAYS WILL REQUIRE THE ENTIRE VOLUNTEER PACKAGE TO BE COMPLETED.

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**IN CASE OF EMERGENCY CONTACT:**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ BEEPER \_\_\_\_\_

**DESCRIPTION OF WORKDAY VOLUNTEER DUTIES:**

\_\_\_\_\_

**IF YOU SHOULD REQUIRE ACCOMMODATION TO ANY VOLUNTEER DUTIES DESCRIBED ABOVE DUE TO FUNCTIONAL LIMITATIONS, PLEASE COMPLETE SECTION BELOW:**

**EXPLANATION OF ACCOMMODATION REQUIRED:** \_\_\_\_\_

\_\_\_\_\_

**NOTICE:** THIS FORM CONTAINS A RELEASE, INDEMNITY AND WAIVER OF LIABILITY IN FAVOR OF BROWARD COUNTY. WHEN SIGNED, THIS FORM IS A CONTRACT WITH LEGAL CONSEQUENCES. PLEASE READ IT CAREFULLY BEFORE SIGNING.

I am a workday volunteer for Broward County. I have read and understand the above description of my responsibilities as a volunteer and agree to remain within the scope of those responsibilities while volunteering with the Parks and Recreation Division of Broward County. I have no known health problems that would hinder or be aggravated by my participation in this program. I do hereby agree to release, waive, discharge, and covenant not to sue Broward County, its officers, agents, and employees, from any and all liability or claims for damage or injury that may be sustained by me directly or indirectly in connection with, or arising out of my volunteer activities noted above, **whether caused in whole or in part by the negligence of Broward County.** I, further agree, to indemnify and hold harmless Broward County with respect to any and all liability, including all fees, costs, expenses, and attorney's fees, resulting from losses sustained by third parties, arising out of my actions or alleged actions in connection with my volunteer duties described herein.

VOLUNTEER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: SIGNATURE OF PARENT/LEGAL GUARDIAN IS REQUIRED FOR VOLUNTEERS UNDER 18 YRS. OF AGE**

PARENT/LEGAL GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: THIS IS A TWO-SIDED FORM THAT MUST BE REVIEWED, DATED AND SIGNED.**

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**FOR DIVISION USE (MUST BE COMPLETED BY SITE)**

SITE Fern Forest SITE COORDINATOR \_\_\_\_\_ EVENT DATE (S) \_\_\_\_\_

PLEASE FORWARD ORIGINAL COMPLETED WORKDAY VOLUNTEER APPLICATION TO THE VOLUNTEER & COMMUNITY SERVICES PROGRAM, PARKS AND RECREATION DIVISION, 950 N.W. 38<sup>TH</sup> ST., OAKLAND PARK, FL

**WORKDAY VOLUNTEER STANDARDS OF CONDUCT**

County volunteers are personally and professionally obligated to serve the public with honesty and integrity. It is essential that all County volunteers maintain the trust of the public, the County Commission, and co-workers. All County volunteers must abide by the policies which govern the conduct for employees in the following areas:

1. **CONFLICT OF INTEREST**

Avoiding the appearance or reality of a conflict of interest forms the basis for the County's ethics policies. Public employment (including volunteering) is not to be used for unauthorized personal gain.

2. **ACCEPTING OR SOLICITING GIFTS**

Volunteers are not to accept or solicit gifts. A "gift" is a thing of value to the recipient and can include such items as a cash payment, loan, gratuity, honoraria, service, favor, or promise of future employment. This policy is not meant to apply when: a gift is of nominal value of \$5.00 or less; a gift is given or exchanged by employees/volunteers on occasions such as birthdays, retirement, marriage, service anniversaries, etc.; a professional or public award is given, reflecting positive performance or community service; a gift is exchanged or given by a relative where a family relationship, rather than business relationship is involved; food is consumed at a public, professional, or community reception; trade discounts or inducements are offered to the general public or to private groups such as professional, religious or service organizations that are not limited in membership only to County employees/volunteers.

3. **CODE OF ETHICS**

Central to the standard of ethical conduct is the Board of County Commissioners' policy that no officer, employee or volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur an obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Since the confidence of the citizenry is the very foundation for effective Government, even an unfounded appearance of unethical conduct by a public employee/volunteer can significantly impair the capability of Government.

4. **NONDISCRIMINATION**

It is the policy of Broward County Government that all employees and volunteers should be able to enjoy a work environment free from all such forms of discrimination, including **\*sexual harassment**. No employee or volunteer – whether male or female – should be subjected to unsolicited and unwelcomed sexual overtures or conduct, whether verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel or volunteers, is specifically prohibited. **\*Copies of Broward County's full Policies (and Expanded Policies) on Sexual Harassment and Anti-Harassment are available upon request.**

**POLICY OPPOSING WORKPLACE VIOLENCE**

Broward County is committed to the goal of maintaining a work environment free from violence or the threat of violence. As a County volunteer, you have a personal and professional responsibility to be aware of the County policy, to review and understand it, and to comply with the Workplace Violence Prevention & Intervention Policy. **A copy of Broward County's full Policy Opposing Workplace Violence is available upon request.**

**EQUAL OPPORTUNITY POLICY**

It is the policy of Broward County, Florida, as established by the Board of County Commissioners, to provide equal opportunity in, and equal access to, County Government employment and volunteer assignment for all qualified persons regardless of race, color, religion, national origin, gender, age, disability or sexual orientation. **A copy of Broward County's full Equal Opportunity Policy is available upon request.**

I acknowledge that as a Broward County volunteer, I have a personal and professional responsibility to be aware of the above referenced County policies, have been given the opportunity to review and understand these policies, and I agree to abide by these policies.

**VOLUNTEER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTE: SIGNATURE OF PARENT/LEGAL GUARDIAN IS REQUIRED FOR VOLUNTEERS UNDER 18 YRS. OF AGE**

**PARENT/LEGAL GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_