

CHICO AREA RECREATION AND PARK DISTRICT (CARD)

545 Vallombrosa Ave., Chico, CA 95926 (530) 895-4711 Fax (530) 895-4721



VOLUNTEER APPLICATION

Volunteer Position Applied For

Date

PERSONAL INFORMATION

Last Name

First Name

MI

Address

Street Address

City

State

Zip Code

Perm. Address

(if different than above) Street Address

City

State

Zip Code

Cell Phone

Home Phone

Email Address

Gender

 M F

(please note: a majority of communication from the CARD office will be done through email)

Driver's License Number

Emergency Contact Name

Phone

Are you under 18 years old?

 Yes No

If "yes", print name of parent/guardian signing this form:

Are you currently released on bail or on your own recognizance for any criminal charges? (question must be answered)

 Yes No

YOUTH SPORTS INFO. (only fill out this section if you are interested in youth sports)

By applying to volunteer for the Youth Sports Department, the applicant is agreeing to follow the Chico Area Recreation and Park District's (CARD) "for the love of the game" philosophy. The emphasis is on learning/growing in a positive environment rather than on winning/losing. Volunteers should be aware of the influence they have on players. Volunteers are required to display and instill the components of good sportsmanship and not focus on or emphasize winning/losing. Volunteers are expected to redefine "winning" as improvement and effort with the objective of players gaining a "love of the game". CARD volunteers are expected to work towards building better athletes by teaching fundamentals of sports, but also to promote respect, citizenship, and sportsmanship. CARD reserves the right to ask volunteers to step down from their position should they not follow the above expectations.

What sport do you want to coach?

What position are you applying for?

Head Coach

Assistant Coach

Team Parent

If you want to volunteer with another person, please provide his/her name:

Child(ren) you would like to coach/vol. with:

(if you do not have a specific child you would like to coach, CARD will assign you a team based on the program needs)

Relationship to child(ren):

Grade child(ren) will be in during the season:

School child(ren) attends:

Please describe your coaching experience and any other skills and experience you have related to the sport or activity you wish to volunteer:

NON-YOUTH SPORTS INFO. (complete for interest in are other than youth sports coaching)

Please describe any special skills and experience related to the area or activity for which you are interested in volunteering:

VOLUNTEER AGREEMENTS, WAIVERS, RELEASES, AND RECIEPTS

* Volunteer applicants will need to complete a criminal history check through the State of California Department of Justice Live Scan Service. Individuals with certain criminal convictions pursuant to Public Resources Code 5164 and drug crime violations with the California Uniform Controlled Substances Act in Division 10 of the Health and Safety Code of any one (1) felony or three (3) or more misdemeanor convictions within 10 years of the date of application cannot provide volunteer services. My signature on this application indicates my understanding of this requirement.

* I understand that regardless of previous appointments, the Chico Area Recreation and Park District (CARD) is not obligated to appoint me to a volunteer position. My signature on this application indicates my agreement to this provision.

* **VOLUNTEER AGREEMENT, WAIVER, AND RELEASE:** In consideration for being permitted by the Chico Area Recreation and Park District (hereafter referred to as "CARD") to volunteer for a sport, program, or activity (collectively referred to as "RECREATIONAL ACTIVITY"), I for myself, personal representative, assigns, heirs, and next of kin, 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 to me, as a result of participation in said RECREATIONAL ACTIVITY. I certify and represent that I am in good health and physically able to participate in said RECREATIONAL ACTIVITY. I fully understand the RECREATIONAL ACTIVITY involves risks and I fully accept all such rights and responsibilities for losses, costs and damages I incur as a result of my VOLUNTARY participation in the RECREATIONAL ACTIVITY. This release is intended to release and discharge in advance CARD (its directors, officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my VOLUNTARY participation in said RECREATIONAL ACTIVITY. It is understood that this RECREATIONAL ACTIVITY involves an element of risk of accidents INHERENT TO THE RECREATIONAL ACTIVITY, and knowing those risks I hereby VOLUNTARILY assume those risks. It is further agreed that this Agreement, Waiver, and Release is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said RECREATIONAL ACTIVITY. I agree that if any portion of this Agreement, Waiver, and Release is held to be invalid, the balance shall remain in full force and effect.

Parental/Legal Guardian Consent: (This form must be completed and signed by a parent/guardian if applicant is under 18 years of age.) I hereby consent to my son/daughter/ward volunteering for a sport, program or activity (collectively referred to as "RECREATIONAL ACTIVITY") and I hereby execute this Agreement, Waiver, and Release on his/her behalf. I certify and represent that said minor is in good health and physically able to participate in said RECREATIONAL ACTIVITY. I for myself and said minor's personal representative, assigns, heirs, and next of kin, hereby waive, release and discharge any and all claims for damages for personal injury, death or property damage which I and/or said minor may have, or which may hereafter accrue, as a result of participation in said Activity. I fully understand that the RECREATIONAL ACTIVITY involves unknown risks and dangers and I fully accept all such rights and responsibilities for losses, costs and damages incurred as a result of his/her participation in the RECREATIONAL ACTIVITY. This release is intended to release and discharge in advance CARD (its directors, officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with said minor's participation in said RECREATIONAL ACTIVITY. It is understood that this RECREATIONAL ACTIVITY involves an element of risk and danger of accidents INHERENT TO THE RECREATIONAL ACTIVITY, and knowing those risks I hereby assume those risks. It is further agreed that this Agreement, Waiver, and Release is to be binding on all heirs and assigns. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or injury or property damage that said minor may sustain while participating in said RECREATIONAL ACTIVITY. I agree that if any portion of this Agreement, Waiver, and Release is held to be invalid, the balance shall remain in full force and effect.

*** PHOTOGRAPH/VIDEO/INTERVIEW/SOCIAL MEDIA RELEASE:** I hereby authorize CARD to publish photographs and/or videos and/or written or quoted statements taken of/from me and/or of my minor child/ward, and my/our names and information provided in an interview, in connection with the publicizing/promotion of CARD, its services, including, but not limited to, newsletters, flyers, publications, websites, social media, public service announcements, news releases, and feature articles. I agree that such reproduction may be edited as desired and used in whole or in part for any and all print, audio-visual, multimedia, online, and/or exhibition purposes in any manner or media, in perpetuity, throughout the world. I understand that I have no rights to any benefits derived therefrom. I release CARD from any expectation of confidentiality for myself and/or my minor child/ward. I understand that there is to be no remuneration for the use or reproduction of said photographs/video/interview information. I further agree that I and/or my minor child/ward have no rights of ownership whatsoever.

I HAVE CAREFULLY READ THIS ENTIRE DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, CONTRACT, AND RELEASE BETWEEN MYSELF AND CARD AND I SIGN IT OF MY FREE WILL ON BEHALF OF MYSELF AND/OR MY MINOR CHILD/WARD.

CONFIRMATION OF RECEIPT OF THE CHICO AREA RECREATION AND PARK DISTRICT (CARD) ALCOHOL AND DRUG POLICY: I HAVE RECEIVED MY COPY OF THE CARD ALCOHOL AND DRUG POLICY. I UNDERSTAND AND AGREE THAT IT IS MY RESPONSIBILITY TO READ AND FAMILIARIZE MYSELF WITH THE POLICIES AND PROCEDURES CONTAINED IN THE ALCOHOL AND DRUG POLICY.

CONFIRMATION OF RECEIPT OF THE CHICO AREA RECREATION AND PARK DISTRICT (CARD) UNLAWFUL HARASSMENT POLICY ADOPTED BY THE BOARD OF DIRECTS ON MAY 5, 2008: I HAVE RECEIVED MY COPY OF THE CARD UNLAWFUL HARASSMENT POLICY. I UNDERSTAND AND AGREE THAT IT IS MY RESPONSIBILITY TO READ AND FAMILIARIZE MYSELF WITH THE POLICIES AND PROCEDURES CONTAINED IN THE UNLAWFUL HARASSMENT POLICY.

VOLUNTEER SIGNATURE

Signature of volunteer

Date

Signature of parent
or guardian

Date

(If volunteer is under 18)

*****NOTE TO APPLICANT: After the Volunteer Application has been completed in entirety and signed as required Please detach the Alcohol and Drug Abuse Policy and the Unlawful Harassment Policy to take home.**

The following attached documents are to be read and kept by the volunteer:

- **Youth Sports Volunteer Process**
- **Unlawful Harassment Policy**
- **Alcohol and Drug Abuse Policy**

Please just turn in the completed Volunteer Application to the CARD Office at 545 Vallombrosa Ave or fax it to (530) 895-4721.



YOUTH SPORTS VOLUNTEER PROCESS

Thank you again for your interest in volunteering with Chico Area Recreation and Park District! We very much appreciate you wanting to give your time to CARD, but before you can volunteer there are a few necessary steps to complete the volunteer process. We are required to adhere to Public Resources Code 5164 to protect the safety of our participants, thus volunteers must complete a criminal history background check through the California Department of Justice (DOJ) Live Scan service and be cleared by CARD. Volunteers must also be educated on safety standards and the youth sports program philosophy.

Each step must be completed entirely before going on to the next:

Step 1: Complete a volunteer application. Return the application to the CARD Office or fax to 530-895-4721.

Step 2: Complete a background check by doing a Live Scan. If you are already cleared from previously volunteering with CARD, Kati Crane, Recreation Coordinator will notify you, and you can skip to step 4. All Live Scans must be completed by CARD specifically, as information cannot be transferred between organizations due to confidentiality. If there is a Live Scan Open House being hosted by CARD, Kati Crane, will email you the information. If a Live Scan Open House is not scheduled, Kati will email you a Live Scan form to take to Chico State Police Department in order to complete the Live Scan. Chico State does Live Scans on a drop in basis and the hours of operation will be listed on the form. Make sure to KEEP YOUR LIVE SCAN RECEIPT if you get it done through Chico State.

PLEASE NOTE: You must clear your background check before any other process can be put into motion! The length of time it takes to clear a background check varies on factors outside of CARD's control. Background checks have taken anywhere from 2 days to 3 months to clear based on how quickly the DOJ returns the Live Scan result to CARD. Infractions including non-criminal infractions such as a traffic ticket may cause a delay in clearance.

Live Scan results are received by Human Resources via a secure email account with the Department of Justice, the fastest result option available. The secure email account is checked on a daily basis. Results are generally communicated to volunteers within 1 to 2 business days of receipt. If you have any questions regarding your background check status, you can email Human Resources at sbullock@chicorec.com. You may not have any contact with players or participants until you clear your background check.

Step 3: Once your background check clears, you will need to attend a new coaches meeting. This meeting will review the Youth Sports handbook, and expectations and general philosophy that all volunteers are expected to follow. If you are coming on as a volunteer at the beginning of the season, we will email you a date/time for the meeting. If you are coming on mid-season, you will need to make an appointment with Kati by emailing her at kcrane@chicorec.com. DO NOT GO TO THE CARD COMMUNITY CENTER OFFICE for this meeting unless directed to do so. Most meetings and appointments are held at the Dorothy F. Johnson Center at 775 East 16th Street.

Step 4: If applicable, and at the beginning of the season, we will host an on-site training to go over coaching fundamentals and hand out rosters. Coaching shirts will be distributed at this meeting. Volunteers coming on mid-season will receive coaching shirts in Step 2.

Step 5: Start spreading a love of the game!

Should you have any questions during the volunteer process, do not hesitate to email Recreation Coordinator Kati Crane at kcrane@chicorec.com or Recreation Supervisor Erin Gonzales at egonzales@chicorec.com. Questions regarding an update to your background check can be directed to Human Resources at sbullock@chicorec.com. Thank you for your patience with this process.

CHICO AREA RECREATION AND PARK DISTRICT
545 Vallombrosa Avenue, Chico, CA 95926, 895-4711

UNLAWFUL HARASSMENT POLICY

The Chico Area Recreation and Park District is committed to providing a work environment free of unlawful harassment. It is legally mandated by State and Federal laws that employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and California Government Code § 12940.

All harassment based upon sex, including sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions is unlawful. It is, therefore, the policy of the Chico Area Recreation and Park District that such harassment is unacceptable and will not be tolerated. The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits unlawful harassment by any employee of the District, including managers, supervisors, co-workers, and members of the Board of Directors.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is generally defined as unwelcome and unsolicited conduct of a sexual nature, ~~nature~~ be it written, verbal, physical, visual, or unwelcome behavior and requests for sexual favors. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually discriminatory nature constitute sexual harassment when the following occur:

1. Conduct is either directly linked to the grant or denial of an economic quid pro quo, such that submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment or submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
2. The conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates a hostile, offensive, or intimidating work environment.

Prohibited unlawful harassment because of sex includes, but is not limited to, the following behavior:

- a. Suggestive or obscene letters, notes, or invitations;
- b. Verbal conduct such as epithets, derogatory jokes or comments, remarks, questions, teasing, slurs or unwanted sexual advances, invitations or comments;
- c. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

- d. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- e. Requesting sexual favors accompanied by reprisal, threat of reprisal, or implied threat of reprisal following a negative response. For example:
 - a. Implying or actually withholding support for an appointment, promotion or change of assignment;
 - b. Suggesting a poor performance report will be prepared;
 - c. Or suggesting probation will be failed.
- f. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee;
- g. Offering favors of employment benefits such as promotion; favorable performance evaluations or recommendations; favorable assigned duties or work shifts in exchange for sexual favors; and
- h. Retaliation for having reported, or threatening to report, harassment.

COMPLAINT PROCEDURE

This District has a policy against harassment due to sex, which includes sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions. If you are harassed, you may warn the offending individual that his or her behavior is unwelcome, offensive or inappropriate and that any further incident(s) will cause you to report the offending employee's, manager's, supervisor's, or board member's behavior.

If you believe that you have been unlawfully harassed by another employee, manager, supervisor, or board member, you may file a formal or informal complaint without fear of reprisal or embarrassment.

1. An informal complaint can be made verbally to:
 - a. Your own Supervisor or the General Manager.
 - b. Any other District Supervisor if the complaint is against your own Supervisor.
 - c. The Board Chair if the complaint is against the General Manager.
 - d. The Board Chair or the General Manager if the complaint is against a board member.
2. A formal complaint can be made in writing to:
 - a. Your own Supervisor or the General Manager.
 - b. Any other District Supervisor if the complaint is against your own Supervisor.
 - c. The Board Chair if the complaint is against the General Manager.
 - d. The Board Chair or the General Manager if the complaint is against a board member.

Your complaint will be kept confidential to the extent reasonably possible; however, you should know that all harassment complaints have limited confidentiality. Complaints should be submitted as soon as possible after the incident so the District

can immediately undertake an effective, thorough and objective investigation of the harassment allegations.

The District will investigate your complaint thoroughly. Upon notice of an informal complaint or receipt of a formal complaint, the General Manager and/or Board Chair will investigate the complaint with the assistance of the District's counsel. When the General Manager and/or Board Chair ~~has~~have completed the investigation, a written report will be presented to the Administration Committee. If the complaint is not resolved by the Administration Committee, you may request to have the complaint heard by the Board of Directors.

The District will investigate your complaint promptly. Upon the conclusion of the investigation, the District will notify you of the outcome of the investigation and what action, if any, will be taken by the District. If the District finds that harassment has occurred, disciplinary action will be taken against the harasser.

At any time during these procedures, you may withdraw your complaint.

If the complaint is against the General Manager, the Chairman of the Board of Directors shall perform the duties of the General Manager herein with the assistance of the District's counsel.

The District encourages all employees to immediately report any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute the complaints of prohibited harassment in employment. If you think you have been harassed or that you have retaliated against for resisting or complaining, you may file a complaint with the appropriate agency in addition to, or separate from, filing a complaint with the District.

There will be no retaliation against you for filing a complaint.

If you have any questions about this policy, contact the General Manager at the CARD office, 895-4711.

Adopted by the Chico Area Recreation and Park District on May 15, 2008



CHICO AREA RECREATION AND PARK DISTRICT

545 VALLOMBROSA AVENUE, CHICO, CA 95926
PHONE (530) 895-4711 FAX (530) 895-4721

ALCOHOL AND DRUG ABUSE POLICY Volunteers

Section I: Purpose

It is the intention of this policy to eliminate substance abuse and its effects in activities and programs sponsored by the Chico Area Recreation and Park District (CARD). While CARD has no intention of intruding into the private lives of its volunteers, involvement with drugs and alcohol can take its toll on volunteer performance and safety. The District's concern is that volunteers, at all times while volunteering, are in a condition to perform their duties safely and efficiently, in the interest of their fellow volunteers, CARD employees, and the public, as well as themselves.

To this end, the District will act to eliminate the abuse of any substance (alcohol, illegal drugs, prescription drugs, or any other substance which could impair a volunteer's ability to safely and effectively perform the functions of the volunteer opportunity) which increases the potential for accidents, absenteeism, substandard performance, poor morale, or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in termination from volunteering for CARD programs.

Section II: Policy

It is District policy that volunteers shall not (1) be under the influence of alcohol or drugs while volunteering, (2) possess alcohol or drugs while on District property or at CARD locations or in uniform, (3) sell or provide drugs or alcohol to any person while volunteering, (4) have their ability to volunteer impaired as a result of the use of alcohol or drugs when reporting for volunteer opportunities.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the volunteer to notify his/her supervisor, before beginning work, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in termination from volunteer opportunities. In the event there is a question regarding a volunteer's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

The District reserves the right to search, without volunteer consent, all areas and property over which the District maintains full control or joint control with the volunteer. Otherwise, the District may notify the appropriate law enforcement agency that a volunteer may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Any volunteer reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further volunteer opportunities and shall be detained for a reasonable time until he or she can be safely transported from CARD locations.

Section III: Application

This policy applies to all volunteer positions with the District. This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair a volunteer's ability to effectively and safely perform the functions of the volunteer opportunity.

Section IV: Volunteer Responsibilities

A volunteer must:

- (1) Not report to CARD while his/her ability to perform volunteer duties is impaired due to on- or off-duty alcohol or drug use.
- (2) Not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during volunteering hours, or at any time while on District property or in uniform, except while off duty in District parks where permitted by ordinance. Nothing herein contained shall prohibit a volunteer from legally possessing alcohol in his/her home.
- (3) Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee or volunteer, while either employee or volunteer, or both employees and volunteers are on duty.
- (4) Submit immediately to an alcohol and drug test when reasonable suspicion as defined in Section V-B exists and requested by a responsible District representative.
- (5) Notify his/her supervisor, before beginning volunteer opportunity, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.
- (6) Provide, within 24 hours of request, bona fide verification of a current, valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the volunteer's name.
- (7) **Report suspected alcohol or drug abuse by another volunteer, employee or supervisor to a Division Manager or by a Supervisor or manager to the General Manager.**

Section V: Management Responsibilities and Guidelines

A. Supervisors shall notify their Division Manager or his/her designee when they have reasonable suspicion to believe that a volunteer may be under the influence of drugs or alcohol, or, have illegal drugs in his/her possession or in an area jointly or fully controlled by the District. If the Division Manager or his/her designee concurs that there is a reasonable suspicion of illegal drug use or possession, the Division Manager shall notify the appropriate law enforcement agency.

B. Division Managers and supervisor may request that a volunteer submit to a drug and/or alcohol test when a Division Manager or supervisor has a reasonable suspicion that a volunteer is intoxicated or under the influence of drugs or alcohol while performing volunteer duties. "Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that a volunteer is under the influence of drugs and/or alcohol so that a volunteer's ability to perform the functions of the volunteer opportunity is impaired or so that the volunteer's ability to perform his/her volunteer duties safely is reduced. Existence of reasonable suspicion shall be based upon the totality of the circumstances and will normally include one or more of the following factors. For example, any of the following may constitute reasonable suspicion:

1. Bloodshot or dilated eyes;
2. Inability to focus or lack of attentiveness;
3. Slurred speech;
4. Alcohol odor on breath;
5. Unsteady walking and movement;
6. Accident involving the volunteer, District property and/or equipment or property where reasonable suspicion of suspected use of alcohol or drugs exists, including the presence of one or more of the objective factors listed in this section.
7. Physical altercation instigated by the volunteer and where reasonable suspicion of alcohol or drug use exists, including the presence of one or more of the objective factors listed in this section.
8. Verbal altercation instigated by the volunteer and where reasonable suspicion of alcohol or drug use exists, including the presence of one or more of the objective factors listed in this section.
9. Unusual behavior;
10. Possession of alcohol or drugs; and/or
11. Information obtained from a reliable person with personal knowledge.

C. Any Division Manager or supervisor requesting a volunteer to submit to a drug and/or alcohol test should document in writing the facts constituting reasonable suspicion that the volunteer in question is intoxicated or under the influence of drugs. Attachment A is to be used for this purpose. The written documentation shall then be routed to the volunteer's Division Manager or his/her designee, provided, however, that if the Division Manager is the person making such request, it shall be routed to the General Manager or to the person acting in such capacity. The volunteer may choose either a District-designated Division Manager or a police officer as the second person to confirm a supervisor's suspicion.

D. A volunteer who refuses an order to submit to a drug and/or alcohol analysis shall be reminded of the requirements and disciplinary consequences of this policy by any manager or supervisor. Where there is reasonable suspicion that the volunteer is then under the influence of alcohol or drugs, the manager or supervisor should not direct the volunteer to go home, but should ask the volunteer to remain for a reasonable time until the volunteer can be safely transported home.

E. Division Managers and supervisors shall not physically search the person of volunteers, nor shall they search the personal possession(s) of volunteers or their

personal automobile without the freely given consent of, and in the presence of, the volunteer.

F. Supervisors shall notify their Division Manager or his/her designee when they have reasonable suspicion to believe that a volunteer may have illegal drugs in his/her possession or in an area jointly or fully controlled by the District. If the Division Manager or his/her designee concurs that there is a reasonable suspicion of illegal drug possession, the Division Manager shall notify the appropriate law enforcement agency.

ATTACHMENT A

ALCOHOL AND DRUG ABUSE POLICY REPORT FORM

This is to certify that (*supervisor's name*) _____
has reasonable suspicion to believe that on (*date*) _____
at (*time*) _____ a.m./p.m., (*volunteer's name*) _____
was (a) in possession of, or (b) under the influence of a substance or substances in
violation of the District's Alcohol and Drug Abuse Policy.

The following is a complete description of the specific facts that have led me to
suspect that the above-named volunteer has violated the District's Alcohol and Drug Abuse
Policy: (*Include the names and statements of any witnesses who observed the actions which led to this
report.*)

Signature of Supervisor

Date