

## VILLAGE OF GENESEO YOUTH RECREATION PROGRAMS

### Mission Statement:

*The mission of Geneseo Youth Recreation programs is to provide activities for youths residing in the Geneseo Central School District. Youth activities are for the learning experience of everyone. Program supervisors will operate in a professional manner with an eye on providing quality service and leadership.*

### Procedures:

- 1) Submit a written description of a desired program detailing all aspects, such as the name of the program supervisor, what it is (baseball, wrestling, soccer etc.), where it is to be held (Highland Park, Geneseo Central School, Kelsey Field, etc.), when it is to be held (dates, afternoons, evenings, weekends), anticipated number of participants, and anticipated number of supervisors, to the Village no later than 45 days prior to program start-up.
- 2) Submit a budget to the Village. The Village must approve any fees charged by a program supervisor. Inability to pay fees shall not prohibit participation. Documentation of fees collected and expenses shall be submitted to the Village at the conclusion of the program. Acceptable expenses may include: predetermined building use charges (Geneseo Central School, SUNY Geneseo etc.), charges for competition games (including referees, officials, etc.), uniform shirts, and advertising.
- 3) Submit a *volunteer application* for each volunteer/supervisor, and receive approval of each from the Village. At a minimum, approved volunteers must demonstrate competence in the subject matter they are instructing, shall submit documentation of valid CPR certification (as a minimum), and be subjected to a background check.
- 4) Submit a roster of participants to the Village prior to the start of the program. The roster is to be kept current, and any changes must be forwarded to the Village. The roster shall include: name and home address of the participants as well as parent/guardian name, address and phone number and emergency contact information.

Criteria to be used by the Village to approve a proposed program:

- The program is commensurate with *Geneseo Youth Recreation Mission Statement*.
- There is no conflict with program dates, location and activities with previously scheduled activities.
- All supervisory personnel have appropriate *experience/training* and current CPR certification, and have received clearance through a background check.
- The proposed program is not-for-profit.

Reviewed by Village Board of Trustees \_\_\_\_\_  
Date

Adopted and approved by Village Board of Trustees \_\_\_\_\_  
Date

Form adopted by the Village Board of Trustees February 22, 2010

Village of Geneseo Youth Recreation Volunteer Application  
*(Please use a separate application for each volunteer)*

Date of application: \_\_\_\_\_ Volunteer Position applying for: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_ (Cell, home, work - circle one)

Are you under 18 years of age? If so we need date of birth and working papers from your school. \_\_\_\_\_

Certification: Many positions require certification. Please list below any certifications you might have: CPR, First Aid, etc.

\_\_\_\_\_

\_\_\_\_\_

Current or last employers name and address:

\_\_\_\_\_

Telephone number and Job Title: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe the work you performed for this employer: \_\_\_\_\_

\_\_\_\_\_

Please provide references. *Note that references listed in this section may be contacted. Do not list family members, employees of the Village or Town of Geneseo or the Town of Groveland or other known volunteer of the particular program you are applying for.*

1) Name & Address and Contact telephone number: \_\_\_\_\_

\_\_\_\_\_

2) Name & Address and Contact telephone number: \_\_\_\_\_

\_\_\_\_\_

3) Name & Address and Contact telephone number: \_\_\_\_\_

\_\_\_\_\_

*The information provided in this application is for employment (volunteering), is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or an interview(s) may result in discharge. I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Village of Geneseo to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Village of Geneseo any relevant information that may be required to arrive at an employment decision. I understand that the information released is for Village of Geneseo use only. I hereby voluntarily release, discharge and exonerate the Village of Geneseo, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or other investigations made by or on behalf of the Village of Geneseo.*

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_