

Instructions for Stewards Event Volunteer Roster & Service Agreement

All Volunteers including Stewards must sign-in on the Roster at the event.



All Volunteers sign-in on Roster, provide Youth Agreements (if applicable) Steward submits online after event

Steward fills out: Park, Leader, Date, Duration, Volunteer Hours

Volunteers fill out: Name, Age, Signature/Waiver, others fields are optional.

Volunteers age 14 to under 18 must either:

- Be accompanied by a responsible adult OR
- Bring a Youth and Individual Service Agreement (paper or electronic) OR
- Have a parent/guardian sign the Roster/Agreement the start of the event.

Youth under 14 must be accompanied by parent/guardian.

Submit complete Volunteer Rosters & Agreements via either:

Online via Volunteer Activity Log OR drop-box/mail to Parks Maintenance Building.

- Include any hardcopy Youth Service Agreements with submittal.
- Destroy originals 60 days after online submittal or give to Green Kirkland.

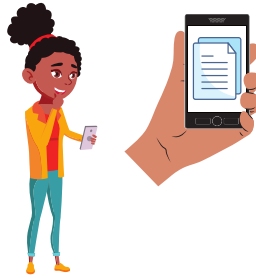
Instructions for Stewards

Event Volunteer Roster & Service Agreement Example



Jack Ivyseed (over 18)
Kid Ivyseed (under age 14)

Parent/guardian signs-in and attends event



Cherry Laurel
Under age 18, over 14
No parent attending

Youth Service Agreement Paper or Electronic or parent sign-in at event



Su Steward
Ongoing Volunteer
Over age 18

Adult signs-in on roster







City of Kirkland VOLUNTEER ROSTER AND SERVICE AGREEMENT



Agreement, Liability, Medical Coverage and Photo release language

Park: Your Park Here **Event Leader(s):** Su Steward **Date of Event:** mm/dd/yyyy **Event Duration:** 4 hrs

Volunteer Name (Please print clearly)	Please Initial	Under 18 <input checked="" type="checkbox"/>	If under 18 years, Parent/Adult Signature [or Individual Waiver]	City, Zip Code	Email Address (Please print clearly)	Group Name (if applicable) Service Club, School, Environmental, Neighborhood, Business, Faith	# of Hours Vol'd
Jack Ivyseed 	Jl	<input type="checkbox"/>			ivyseed@google.com		4
Kid Ivyseed 	Kl	<input checked="" type="checkbox"/>	Jack Ivyseed				4
Cherry Laurel 	JL	<input checked="" type="checkbox"/>	e-waiver			High School Club	4
Su Steward 	SS	<input type="checkbox"/>			on file		5