

School Year 2019-2020



IMPORTANT V.I.P. INFORMATION

The School Year 2019-20 Teen V.I.P. Program is available to teens, ages 11-17 years old, who are interested in volunteering in programs and services that are helpful to their community. We look forward to providing teens with exciting and educational leadership opportunities.

Application Process

Each teen interested in volunteering must complete the attached application. In order to participate, the following forms must be signed by a parent/legal guardian and returned with the application: Emergency Medical Release, Behavior Policy, Fingerprinting form, and the Parent Authorization Pick-Up Notice. Please review the age requirement and job description for each volunteer activity and select assignments from the list provided before selecting activities.

Turn in the completed application, along with your **\$15.00** registration fee, to the Agoura Hills Recreation and Event Center. Applications will be accepted throughout the school year.

As required by law, those new to the program need to be fingerprinted **before their first scheduled shift** (*form & more information included in packet on pgs. 5-6*). Fingerprinting is free to you through our suggested Live Scan agency.

Teen Membership

When signing up for Teen V.I.P., you will also receive a complimentary Teen Membership. This membership gives you access to all the Teen Trips, Workshops, Teen Nights & Hangout. This membership is valid through June 12, 2020.

Orientation Meeting

Teens are required to attend a **MANDATORY** orientation meeting with a City of Agoura Hills staff member. At this meeting, teens will receive a program manual and T-shirt. Teens will not be able to start volunteering until they attend an orientation meeting.

TINY TOT DAY CAMP *AGES 11-13

You can help facilitate our day camp for toddlers ages 3-5! Tiny Tot Day Camp is a good match for "tweens" ages 11 to 13 years old. Volunteers interested in this position should be prepared to get their hands dirty in art projects and move around with the kids! Hardworking and helpful volunteers are perfect for the job. **Location:** Recreation Center, Classroom A

Activity Name	Day	Date(s)	Time	Positions Available
Tiny Tot: Winter Break Camp	M/F	12/23-12/27 12/30-1/3	8:30am-12:45pm	2 per day
Tiny Tot: Spring Break Camp	TBD	4/13-4/17	8:30am-12:45pm	2 per day

REC CLUB DAY CAMPS *AGES 13-17

REC Club is a day camp for kids, ages 5-11, held during holiday breaks at the Agoura Hills Recreation & Event Center. Volunteers will help facilitate art projects, indoor and outdoor games, and will work alongside camp counselors. This is a great job for mature teens that want to learn leadership skills in a fun group environment.

Location: Recreation Center, Classroom C

Activity Name	Day	Date(s)	Time	Positions Available
Rec Club: Fall Break Camp	M/W	11/25-11/27	9am-12:30pm or 12:30-4:00pm	4 per day (2 per shift)
Rec Club: Winter Break Camp	M/Th/F	12/23-12/27 12/30-1/3	9am-12:30pm or 12:30-4:00pm	4 per day (2 per shift)
Rec Club: Spring Break Camp	TBD	4/13-4/17	9am-12:30pm or 12:30-4:00pm	4 per day (2 per shift)

TPAC (TEEN PLANNING AND ADVISORY COMMITTEE)*AGES 11-13 (Middle School)

The City of Agoura Hills TPAC (Teen Planning Advisory Committee) intend to provide opportunities for youth to move through their teen years connected to their community and its values. Upon applying for the position, you will also be asked to fill out a supplemental questionnaire followed by an interview with City Staff. **Location:** Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Monthly Meetings	F	Ongoing	4-5pm	10 TPAC Members

TEEN COALITION*AGES 14-17 (High School)

Are you interested in making a difference in the community? Apply for this advisory group and give a voice to the teens and youth of Agoura Hills. Not only will you provide services to the community, you will also develop personal leadership skills. This is a year round opportunity. Your commitment on the teen coalition will include an introduction to leadership, monthly meetings, and participation in city activities and special events. Upon applying for the position, you will also be asked to fill out a supplemental questionnaire followed by an interview with City Staff. **Location:** Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Monthly Meetings	M/W	Ongoing	6-7pm & as necessary	10 Teen Coalition Members

OFFICE WORK *AGES 13-17

Work at the front desk of the Agoura Hills Recreation and Event Center! You will help us with a variety of projects, from filing paperwork and greeting customers to helping set up for recreation classes. You will get hands-on experience in a real office setting!

Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Front Desk	M/W/F	8/19-6/1	3:00-6:00pm	1 per day

**Days and times are subject to change*

Tutoring *AGES 13-17

Do you excel in a specific subject in school? Do you want to help others excel too? We are looking for tutors to help middle & high school students on Mondays at the Teen Center.

Location: Teen Center

Activity Name	Day	Date(s)	Time	Positions Available
Tutoring	M	2019-20 School Year	3:00-5:30pm	1-2 per day

SPECIAL EVENTS *AGES 11-17

Help us run our annual special events! Special Events require a lot of "behind the scenes" work, and we would love to have your help! Events range from Art Shows to Reyes Adobe Days. **Location:** Recreation & Event Center, Parks, etc.

Activity Name	Day	Date(s)	Time	Positions Available Per Shift
Cultural Arts Events (ex: Student Art Show, etc.)	TBD	TBD	TBD	1-3 per event
Reyes Adobe Days	W-Sun	10/10-10/13	Times Vary	Varies based on activity/area



VOLUNTEER PROGRAM

ACKNOWLEDGEMENT OF WORKERS' COMPENSATION

As a volunteer for the City of Agoura Hills, although you are not an employee of the City of Agoura Hills, you are covered under the City of Agoura Hills' workers' compensation plan. The City of Agoura Hills adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5. As a volunteer, you are covered under the City of Agoura Hills's workers' compensation plan, which entitles you to exclusive remedy for any injury suffered while performing said volunteer duties.

Here is a section of the resolution for your reference:

City of Agoura Hills, Los Angeles County, California Resolution 91-691 states:

Now, therefore be it resolved that the City Council of the City of Agoura Hills does hereby:

1. Find and determine that the public interest is best served by providing workers compensation coverage for city volunteers as specified by the City Manager, and
2. Provide eligibility for said volunteers for workers compensation benefits which will be applicable during the time the person actually performs volunteer services, provided, however, that the rights of volunteers shall be limited as set forth in the labor code.

If you have any questions regarding the program, please contact Celeste Bird, Administrative Analyst, at (818) 597-7306.



FINGERPRINTING

As required by law, those new to the program need to be fingerprinted **before their first scheduled shift**. Fingerprinting is free through our suggested Live Scan agencies listed below. Teens must bring the **completed form** on the next page, their **Birth Certificate** and a **School ID/Government issued photo ID** to one of the Live Scan offices.

Postal Annex

5737 Kanan Rd
Agoura Hills, California 91301
Phone: (818) 707-9197

Appointments and walk-ins

ACCU-PRINTS

301 Science Dr. Suite 132
Moorpark, CA 93021
(805) 529-5288

Appointments and walk-ins

The Live Scan Agency

29134 Roadside Drive Ste. 106
Agoura Hills, CA 91301
(310) 529-1827

www.livescanagent.com

Appointment only



REQUEST FOR LIVE SCAN SERVICE

[Print Form](#)

[Reset Form](#)

Applicant Submission

A1734 _____ Volunteer _____
ORI (Code assigned by DOJ) Authorized Applicant Type

Volunteer _____
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

City of Agoura Hills _____ 00187 _____
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)
30001 Ladyface Court _____ Celeste Bird _____
Street Address or P.O. Box Contact Name (mandatory for all school submissions)
Agoura Hills _____ CA 91301 _____ (818) 597-7306 _____
City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name _____ First _____ Suffix _____
(AKA or Alias) Last
Date of Birth _____ Sex Male Female
Driver's License Number _____
Height _____ Weight _____ Eye Color _____ Hair Color _____
Billing Number 100229 _____
(Agency Billing Number)
Place of Birth (State or Country) _____ Social Security Number _____
Misc. Number N/A _____
(Other Identification Number)
Home Address Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

Your Number: N/A _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name _____ Mail Code (five digit code assigned by DOJ) _____
Street Address or P.O. Box _____
City _____ State _____ ZIP Code _____ Telephone Number (optional) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____

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Teen V.I.P. 2019 Fall Volunteer Application

Volunteer Name:		
Address:		
City:	Zip Code:	
Home Phone:	Cell Phone:	
Volunteer Email:	DOB:	Age:
Grade & School:	Are you a returning VIP?	
Parent/Guardian:	Parent Email:	
Address:		
City:	Zip Code:	
Phone Number:	Cell Number:	
Emergency Contact:	Phone Number:	Relationship:

**Email will be the main form of communication. Be sure to put email addresses that you can check daily.*

Age group(s) you would most like to work with:

Tot (3-5)
 Youth (6-10)
 Teen (11-17)
 Adult (18+)
 Older Adult/Senior (50+)

How did you learn about the V.I.P. Teen Volunteer Program? _____

What size t-shirt do you wear (adult sizes)? Small Medium Large X-Large XX-Large

Why do you want to be a Teen Volunteer? _____



Date: March 1, 2019
To: The Parent(s) and/or Guardian(s) of Teen Volunteers
From: Celeste Bird, Administrative Analyst
Subject: Fingerprinting of Teen Volunteers

Please be informed that State law mandates criminal record checks for public recreation staff (full-time, part-time, volunteer and contract), including **fingerprinting**, if they work with minors, children under the age of 18 years old. Under current law, working with minors means direct contact with minors; or in a position of supervisory or disciplinary authority over minors. (Reference: California Education Code § 10911.5 or California Public Resources Code § 5164). In addition, a supplemental application asking if the individual has been convicted of certain specified offenses is required before the first day of service.

Therefore, prospective Teen Volunteers must be fingerprinted. There is no minimum age requirement for volunteers to be fingerprinted. The City of Agoura Hills will not allow any Teen Volunteer into the field without fingerprint clearance.

If you have any questions or concerns, please the Agoura Hills Recreation and Event Center at (818)597-7361.

Parent Name (Please Print)

Signature



CITY OF AGOURA HILLS

PARENT AUTHORIZATION PICK-UP NOTICE

I understand that as a part of the City of Agoura Hills Department of Community Services "Teen V.I.P Program" I must inform staff if anyone other than myself will be picking up my child/children. The following people are the only people that I permit to pick up my child/children. I understand that if someone **NOT** listed on this form tries to pick up my child/children, "City of Agoura Hills" staff will **NOT** allow my child/children to leave the site without a written notice signed by me.

Volunteer Name:

Name	Relationship to Child	Contact Phone Number

Please circle Yes or No to the following statements:

1. My child can sign themselves in and out. **Yes No**

If no, please explain _____

2. My child can meet me at the car to be picked up. **Yes No**

If no, please explain _____

3. My child can walk or ride their bike home. **Yes No**

If no, please explain _____

Parent/Guardian Signature	Date



Agoura Hills Recreation Department Behavior Policy

It is our goal to provide a safe, positive and fun experience for all participants in our programs. In order to achieve this goal, the following program policies must be followed:

Expected Behavior

- Be respectful and courteous to staff.
- Be respectful of the feelings of others.
- Participate in planned activities.
- Follow instructions and rules given by staff.
- Exhibit and maintain positive attitudes toward the environment and facilities.
- Exhibit and maintain respect for all property, facilities and equipment, both public and private.
- Adhere to all rules and regulations.

Unacceptable Behavior

- **Vandalism.** Damaging city property or the property of others.
- **Theft.** Stealing property or equipment of others.
- **Abusive language, swearing or profanity.** No profanity, vulgar language or swearing. This also includes abusive language (i.e. name calling, etc.), obscene gestures and threats of injury towards others.
- **Fighting.** No physical fighting (i.e. pushing, shoving, hitting, etc.). If you have a problem with others in the program, discuss the problem with Staff. If a fight breaks-out, the participants (including anyone who encourages the fighting) will be subject to immediate suspension.
- **Touching.** Our recreation program policy is one of "hands-off." Holding hands, arm-in-arm, hugging and kissing are not appropriate. Sexual harassment or indecency will not be tolerated.
- **Alcohol, Drugs, Tobacco and other Substances.** Taking, distributing, or possessing illegal drugs or tobacco is prohibited and is grounds for immediate suspension. Permanent felt pens, aerosol spray cans of any type, glue and whiteout are not to be brought.
- **Weapons or Dangerous Objects.** Possession of any firearm, knife, explosive or other dangerous object is prohibited and is grounds for immediate suspension.

Discipline Policy

Except as indicated above, consequences for misbehavior are usually progressive and reflect the severity of the unacceptable behavior. Notwithstanding, one severe act could lead to expulsion from our programs. Any criminal act will be reported immediately to law enforcement officials.

Listed below is a progression of discipline:

- **First Offense:** Parent/guardian notification; Warning; Time out from group/Loss of privileges (period of time to be determined by incident and age of participant)
- **Second Offense:** Parent/guardian notification; Time out from group/loss of privileges (period of time to be determined by incident and age of participant); Parent/guardian notified to pick up participant from program; possible suspension
- **Third Offense:** Parent/guardian notification; Suspension; Expulsion; Parent/guardian notified to pick up participant from program
- **Note:** No refund will be given if a participant is suspended or expelled from the program.

I HAVE READ THE BEHAVIOR CODE AND FULLY UNDERSTAND ITS CONTENT AND AGREE TO ABIDE BY THE RULES THEREIN. I UNDERSTAND THAT APPROPRIATE CONSEQUENCES WILL BE GIVEN IN THE EVENT I DISREGARD THE BEHAVIOR CODE

Participant Signature: _____

Date _____

Parent Signature: _____

Date _____



2019 Activity Selection

Name:	Age:
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What is the FIRST date you are available to volunteer? : _____

What is the LAST date you are available to volunteer? : _____

Referring to the activities listed in this packet, list the activities you would like to work this year - **in order of priority.**

**Note: putting down an activity does not guarantee there will be positions available.*

List the Activity name with the dates and times preferred, or if no preference, write "Open".

1. **Activity:** _____ **Dates/Times:** _____

2. **Activity:** _____ **Dates/Times:** _____

3. **Activity:** _____ **Dates/Times:** _____

4. **Activity:** _____ **Dates/Times:** _____

5. **Activity:** _____ **Dates/Times:** _____

6. **Activity:** _____ **Dates/Times:** _____

Please list vacation dates and/or other foreseeable schedule conflicts:

Dates (From)	Date (To)	# of Day(s)	OR # of Week(s)
1.			
2.			
3.			
4.			
5.			