



## Volunteer Needs

Below is a partial list of volunteer opportunities available at the CMC. Please let us know which ones you are interested in.

### Ongoing:

- Music Library Upkeep (shelving, filing, data entry, upkeep)
- General maintenance (simple repairs, upkeep, installations)
- Café Tremolo. Assist with set up, service, and clean up of the café fundraiser.
- Room Maintenance (chairs, chalkboard lines & cleaning kitchen, foyer, etc.)
- Instrument & Supply Maintenance (cleaning & basic maintenance of string instruments & Orff instruments, sorting parts, etc.)
- Grant writing
- Bookkeeping
- Writing, Editing, & Proofreading
- Database Entry
- Web development & maintenance
- Office Assistant (making & answering calls, front desk help)
- Archival (Photos & Records) & Research (CMC Alumni)
- Volunteer Coordination
- Other Ideas: \_\_\_\_\_

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### Special Events:

- Student Concert Assistant (Help with stage set-up)
- Poinsettia Sale (Coordinator, day of delivery unloading, sorting, pick-up monitor)
- Faculty Concert Assistant (Usher, Reception Set-up & Clean-up, OLCC Licensed Server)
- Work Party (“Winter, Spring, Summer or Fall; all you have to do is call”)
- Other Ideas: \_\_\_\_\_

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**PORTLAND PARKS & RECREATION  
CRIMINAL RECORDS  
BACKGROUND CHECK CONSENT FORM**



Position: \_\_\_\_\_ Site: \_\_\_\_\_

Full time Employment     Part time Employment     Volunteer

In order to serve the best interest of the citizens of Portland, Portland Parks conducts a criminal background check on all new employees and volunteers. If you have been convicted of an offense other than a minor traffic violation or juvenile offenses, please provide details on a separate sheet of paper. Indicate the date, charges, disposition, and the state and county in which the offense occurred. **Conviction history will not automatically disqualify you from volunteer status but factors such as the nature and gravity of the crime, the length of time that has passed since the conviction, the completion of any sentence and the nature of the job for which you have applied, will be considered.**

By your signature, you authorize Portland Parks to obtain information about you and your history. Falsification of information on this form will disqualify you from employment.

**PLEASE PRINT THE FOLLOWING INFORMATION IN INK.**

**FULL NAME** (List all other names used - aliases, maiden name, and any other previous names used)

**FULL NAME:** \_\_\_\_\_ **OTHER NAMES USED:** \_\_\_\_\_  
(Last First Middle) (Include maiden name if applicable)

**DATE OF BIRTH:** \_\_\_\_\_ **SOCIAL SECURITY #: NOT APPLICABLE TO VOLUNTEERS** **DRIVERS LICENSE:** \_\_\_\_\_  
(#/State)

**HOME ADDRESS:** \_\_\_\_\_ **CITY/STATE/ZIP:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

How long have you lived in Oregon?			
<i>If less than 7 years continuous in Oregon, please complete the following (list other states of residence):</i>			
City	State/Zip	County (if known)	Dates
Dates available for employment: From		To	
Will you accept weekend work?			

**HAVE YOU EVER BEEN CONVICTED OF ANY CRIME?**    Yes     No

Please list **ALL** criminal convictions made against you (use reverse side of form, if necessary)

**NAME (when charged)**                      **CONVICTION**                      **DATE (approximate)**                      **WHERE OCCURRED (City & State)**

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**If your position applied for involves driving, have you ever been convicted, pleaded nolo contendere or forfeited bond or bail for any traffic violation in the past 3 years?**    Yes     No     **If yes, please explain on reverse side of form.**

I have made no willful misrepresentations, omissions, or falsifications of any of the preceding answers. I am aware that should investigation disclose such misrepresentations, falsifications, or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, or omission, it will be just cause for immediate dismissal.

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





Check here if you have completed this application before.  
(If your information is current with us, print your name, telephone number and sign at the bottom).

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

In Emergency, notify \_\_\_\_\_

(Relationship) \_\_\_\_\_ Phone \_\_\_\_\_

### Insurance Information for Volunteers

Thank you for volunteering your time and energy with Portland Parks & Recreation. We are happy to have you with us and hope that the time you spend will be rewarding to you.

We have an excellent safety record for our volunteer program. We don't anticipate that you'll be involved in an accident, but it is important you understand the extent to which our volunteer program is covered by the City of Portland insurance. We want you to be aware of any potential risks involved with the tasks you have selected and use good judgment in performing those tasks.

**As a volunteer, you are NOT covered by the City of Portland's Workers Compensation program.** You are urged to have your own health insurance in the event you are injured while performing your volunteer duties.

**You ARE covered by the City's General Liability Fund.** This will protect you in the event of property damage or accidental injury to the public as a result of your volunteer duties assigned by Portland Parks & Recreation.

**If you drive a motor vehicle as part of your volunteer duties, you must have a valid Oregon Driver's License.** If you drive a City vehicle, you'll be covered for property damage or bodily injury to others resulting from a vehicle accident. You should have your own health insurance to cover yourself. If you wish to drive your own vehicle to perform volunteer duties, the above coverage applies; however, the City will not be responsible for any damage to your vehicle, so you must carry your own auto insurance for this purpose.

(Check if a group leader) I agree to convey this information to all members of my group.

SIGNATURE (Guardian if volunteer is under 18) \_\_\_\_\_

*Portland Parks & Recreation programs and services reflect the cultural diversity of our community.  
We do not discriminate on the basis of religion, race, color, national origin or disability.*

