

Parent/Legal Guardian Consent Form

Volunteers that are minors (less than 18 years of age) – please have your parent/legal guardian sign this form and submit with your application.

Requirements for Volunteering with the City of Ottawa:

I agree to comply with the following when performing volunteering duties and related activities:

- I understand that this is a volunteer position and is unpaid, and that no employer-employee relationship is being created between me and the City of Ottawa.
- I understand that I am representing the City of Ottawa's public image when undertaking my volunteering duties. I will diligently carry out my volunteering duties and follow the directions provided by City of Ottawa staff or other authorized personnel.
- If I am permitted to use City of Ottawa equipment, I will only use it for its intended purpose, following all directions and instructions, and in a safe and cautious manner.
- I may receive personal information of persons or confidential information during the course of my volunteering duties. I will keep all of this information strictly confidential, and not disclose it to any one in any format unless my City of Ottawa Supervisor specifically authorizes me to do so.

I grant permission to the City of Ottawa and its agent(s) to use without compensation any photograph, videos, or any other record of me taken during my volunteering duties or related activities for the purposes of promotion of City activities or programs.

By submitting reference names and contact information, I authorize the City of Ottawa and its agent(s) contact these individuals for the purposes of completing a thorough investigation of my past employment, education, and/or my suitability for a volunteer role with the City of Ottawa. I also agree to release from liability all persons and companies providing this information. I also understand and acknowledge that any offer for a volunteer position is conditional upon the City of Ottawa being completely satisfied with the information provided as a result of their investigation.

LEGAL NOTICE – RISKS & INSURANCE COVERAGE *Please read carefully*

Risks & Ability to Volunteer:

I understand that my volunteer activities for this event may involve personal risk, dangers and hazards which all volunteers are required to assume, including but not limited to contracting illnesses such as COVID-19.

I accept all risks, dangers and hazards as well as the possibility of personal injury and property damage or loss resulting from this activity.

I agree not to participate as a volunteer unless I am medically able to do so and am properly prepared. I agree to abide by any decision of a City employee concerning my ability to volunteer.

Accident Insurance:

I understand that if I am younger than 90 years of age, I may be entitled to coverage under the Municipal Volunteer Accident Insurance policy obtained by the City, subject to the specific terms, conditions, and exclusions of that policy. If I want more information about this policy, I will contact my City of Ottawa Supervisor.

Liability Insurance:

I understand that the City of Ottawa carries liability insurance which may apply to me in the event of a claim brought by a third party arising out of my performance in good faith of my volunteering duties. My coverage under the City's liability insurance policy will be subject to the terms, conditions and exclusions of the policy. If I want more information about this policy, I will contact my City of Ottawa Supervisor.

Acknowledgement and Submission of Application:

By submitting the application for this volunteer opportunity online, I acknowledge that I have read the contents of this form including the **Requirements for Volunteering** and the **Legal Notice**, that I understand them, and that I accept all of these terms.

Parent/Legal Guardian must complete the following section and submit:

I, _____ (*name of parent/guardian*), confirm that I am the parent or legal guardian of _____ (*name of volunteer*), who is a minor. By signing below and submitting this application to the City of Ottawa, I agree both for myself and on their behalf to the above-noted **Requirements for Volunteering** and **Legal Notice** and accept all of these terms.

Signature of youth under 18

Signature of Parent

Print name:

Print name:

Date (yyyy/mm/dd):

Date (yyyy/mm/dd):