

TOWN OF BATAVIA
TOWN HALL
3833 WEST MAIN STREET ROAD
BATAVIA, NEW YORK 14020-9402

Gregory H. Post, Supervisor
Daniel G. Underhill, Deputy Supervisor
Sharon White, Councilwoman
Patti Michalak, Councilman
Chad Zambito, Councilman

PHONE: (585) 343-1729
FAX: (585) 343-8461
TDD: 1-800-662-1220

Teresa M. Morasco, Town Clerk
Thomas Lichtenthal, Highway. Sup't.
Michael Cleveland, Town Justice
Thomas Williams, Town Justice

www.townofbatavia.com
FOUNDED 1802

FOR-PROFIT and NOT-FOR-PROFIT

Community Service Project Application Procedures

- Complete and return the Community Service Project Application, along with proof of liability insurance to Town of Batavia Town Clerk's office
- Town Engineer will review and notify applicant of items required
- Town Engineer will make recommendation of pre-approval to Town Board
- Town Board will consider approval at the monthly Town Board meeting (meeting is the 3rd Wednesday of each month)
- Town Engineer will coordinate the project with Organization Representative

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

**TOWN OF BATAVIA
FOR-PROFIT AND NOT-FOR-PROFIT ORGANIZATIONS
COMMUNITY SERVICE PROJECT VOLUNTEER SERVICE APPLICATION**

Thank you for your interest in volunteering with the Town of Batavia! Please fill out the form below to submit a request for a group volunteer opportunity with us.

Organization Contact Information

- Name of Organization _____
- Organization Representative Contact Name _____
- Address _____
- _____
- Phone Number: _____ Email: _____
- In case of emergency notify: _____

Organization Information

- Number of Participants _____
- Has your organization volunteered with us before? _____

Organization Interests and Skills

- Our organization is interested in volunteering with the following project(s):

- Tell us about any special skills or qualifications of your organization. _____

- What skills or abilities would your organization most like to share with the Town of Batavia?

- Our Organization may be able to provide materials, supplies, or funding to support our project (*not required for consideration*) _____ Yes _____ No

- **Requested Service Dates**

What dates and times would your organization like to volunteer?

VOLUNTEER AGREEMENT AND AUTHORIZATION

1. I agree to conform to the municipality’s rules and regulations to the best of my ability.
2. I agree to participate in orientation and training.
3. I understand that a criminal record and Department of Motor Vehicles check may be made.
4. I acknowledge that our organization has completed appropriate background checks and vetting of our volunteers.
5. I agree to provide a Certificate of General Liability Insurance to the Town in an amount not less than \$1million. Naming the Town of Batavia as an additional insured on a primary and non-contributory basis.
6. I and said organization hereby covenant and agree to defend, indemnify and hold harmless the Town of Batavia from and against any and all liability, loss, damages, claims, or actions (including costs and attorney’s fees) for bodily injury and/or property damage, to the extent permissible by law.

Name of Organization

Date

Signature of Organization’s Representative

Town Engineer Pre-Approval Signature

Date

Town Board Final Approval Signature

Date