City of Exeter

Guidelines for Community Project & Beautification Coordinators

Approval by City Council: Resolution 2025-40

Date Approved: September 23, 2025

Purpose

The City of Exeter welcomes and encourages the participation of residents, businesses, schools, and community organizations with improvement projects, community cleanup, and beautification projects that benefit City-owned property and public spaces. These guidelines establish a consistent framework for coordinating such efforts to ensure safety, accountability, and alignment with City objectives.

Scope

These guidelines apply to all community volunteer projects conducted on City property or under City coordination, including but not limited to:

- Park and street cleanups.
- Trash and litter collection.
- Painting, landscaping, or beautification projects.
- Small maintenance or assistance efforts coordinated with Public Works.

Exclusions: Hazardous waste collection events and disposal coupon programs are not included in these guidelines, as those services are not offered by the City of Exeter.

Coordinator Responsibilities

Each volunteer group must designate a Project Coordinator to serve as the main contact with the City. The Coordinator is responsible for:

1. Submitting the request to the City for review and approval at least 30 days in advance of the proposed project.
2. Completing and signing all required City forms, including liability releases.
3. Coordinating with the assigned City staff liaison on project logistics, safety requirements, and supply needs.
4. Ensuring all participants sign in and complete the required release forms prior to participating.
5. Returning completed forms and attendance sheets to the City after the event.

City Responsibilities

The City of Exeter will:

- Review and approve proposed projects based on feasibility, safety, and alignment with City priorities.
- Designate a staff liaison for approved projects.
- Provide reasonable support such as trash pickup after events, access to disposal containers, and limited supplies (as available).

- Retain all signed liability releases and records for City files.

Safety Guidelines

All volunteers must comply with the following safety standards:

- Wear appropriate clothing, gloves, and protective gear.
- Use caution around streets, vehicles, and equipment.
- Report hazardous or unsafe conditions immediately to the Coordinator or City staff.
- Volunteers under age 18 must have a parent/guardian release on file before participating.
- Alcohol, drugs, and firearms are prohibited at volunteer events.

Required Forms

The following forms must be completed and returned to the City for every cleanup/project:

1. Volunteer Services Agreement and Release – required for all participants (if under 18 parental consent required).
2. Event Sign-In Sheet – to be completed at the event by all volunteers.
3. Project Request Form – to be submitted by the Coordinator for City approval prior to the event.

All forms are attached as part of this Exhibit.

Acknowledgement

By signing the Cleanup/Project Request Form, the Coordinator acknowledges that they have read and agree to follow these guidelines and will ensure compliance by all participants.

Project Request Form

Requested By: _____

Organization (if applicable): _____

Phone/Email: _____

Proposed Location: _____

Proposed Date/Time: _____

Description of Project: _____

_____

City Staff Approval: _____ Date: _____

City of Exeter Community Project and Beautification
Volunteer Services Agreement and Release

Confidentiality Agreement: I respect the confidentiality of City information, and will discuss or give official information only as directed by a City supervisor. No confidential information will be provided to the public without specific authority from the appropriate City staff.

Photo Release: I give the City of Exeter, free of compensation, unlimited permission to use, publish, and republish, in any media now in existence or that may later be developed, for any lawful purpose as it may determine, information and reproductions of my likeness and my voice related to any aspect of my volunteer service for the City. I hereby waive my right to first review the use of my likeness or voice before any use or publication.

Reference Verification and Background Checks: The information I have provided in this application will only be used for volunteer application purposes. I understand that as a volunteer I will not be paid for my services. I authorize reference and employment verification as necessary for specific positions that I have volunteered to perform. I understand that I may be asked to complete one or all of the following for specific positions that I have volunteered to perform: fingerprinting, photographing, criminal background checks, Department of Motor Vehicles checks, TB test, and signed waiver from my doctor. Volunteers assigned to the Police Department may be required to provide additional reference and background information.

Permission to Seek Medical Treatment: In the event of an emergency, I hereby give the City of Exeter permission to seek medical attention for myself or my child, if volunteer applicant is less than 18-years-old. I authorize qualified physicians to render medical treatment or care that they may deem necessary for me or my child in case of illness or accident in the course of performing volunteer activities or services for the City of Exeter.

Insurance Information and Liability Release: I understand that there are some risks and that I may be injured in the course of performing volunteer activities or services for the City of Exeter. I understand that the City's policy is to cover volunteers as "employees" of the City for sole purpose of California Workers' Compensation benefits. I also understand that under Workers' Compensation laws, Workers' Compensation benefits will be the sole and exclusive remedy in the event I am injured while performing these volunteer activities and services. I further understand and agree that I will only be entitled to medical expenses under the City's Workers' Compensation. I will not be entitled to any other Workers' Compensation benefits which may include, but are not limited to, permanent or temporary loss of use damages, replacement income or vocational rehabilitation benefits.

I agree that I will observe, comply, and abide by, all of the rules and regulations of the City at all times that I am performing volunteer services on behalf of the City. Additionally, I agree that I will comply with the reasonable orders and directives given to me by responsible City employees. In the event that I do not agree or wish to comply with any reasonable order or directive given to me by any City employee or have any concern regarding my services or orders or directives given to me, I agree that I will bring the matter to the

attention of a City supervisor. I further agree that I will not misuse City property or attempt to profit from, or exploit others, or misuse my capacity as a volunteer with the City to gain any unfair advantage from the City, any business or organization having business or dealings with the City, or any member of the public that I may serve as a volunteer of the City.

With the exception of Workers' Compensation benefits as set out above, I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against the City of Exeter or their respective departments, officials, officers, agents, employees, or volunteers (hereinafter referred to as 'RELEASEES"), for injury or damage arising out of, related to, or connected with, my participation in the volunteer activities or services, from any cause whatsoever, including but not limited to RELEASEES' sole, active, or passive negligent acts or omissions. In addition, I hereby RELEASE and DISCHARGE the RELEASEES from all actions, claims, and demands of any nature that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage arising out of, related to, or connected with, my participation in these volunteer activities or services, from any cause whatsoever, including but not limited to RELEASEES' sole, active, or passive negligent acts or omissions.

By my signature below, I signify that I have read, understand, and voluntarily agree to be bound by each of the terms stated above.

Signature _____

Date_____

If under 18, parental consent is required. I, _____, give permission for my child, _____, to participate in volunteer work with the City of Exeter Volunteer Program.

Signature _____

Date_____

The City of Exeter will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the City of such special needs at the time of application. City of Exeter is an Equal Opportunity Employer.

Event Sign-In Form

Name	Phone/Email	Signature	Time In/Out