



LEE COUNTY PARKS & RECREATION VOLUNTEER GROUP APPLICATION

Please complete this application to become a registered volunteer group.

Volunteer Services: 3410 Palm Beach Blvd * Ft Myers, FL 33916

239-533-7422 office * 239-485-2300 fax.

kcahill@leegov.com / www.leeparks.org



Volunteer Group Leader Information

Lee County Parks & Recreation is dedicated to providing the best programs and facilities for Southwest Florida. By becoming a Volunteer Group Leader for Lee County Parks and Recreation you will become an integral part of our mission. We appreciate the efforts of each of our volunteers. Any questions can be addressed to Volunteer Services at 239-533-7422.

Responsibilities

It is important to keep track of the number of service hours you and your team of volunteers contribute. This information is collected by Volunteer Services after your project is complete. Before you get started, notify your Facility Supervisor two weeks prior to your planned activity to be sure it is an appropriate time. Each worksite may have specialized requirements that will be relayed to you by your Facility Supervisor. Please remember that while you are volunteering you and your group will be representing Lee County. Volunteers must follow the policies and procedures governing regular staff. The Volunteer Staff Handbook is available online at www.leeparks.org. A sign in sheet must be completed by the group leader and returned to the site supervisor or Volunteer Services after the project is complete.

Group Leaders Must:

1. Must have graduated from high school or equivalent
2. Communicate with staff organizing projects
3. Be present at all group projects
4. Must complete a sign in sheet and get it to Volunteer Services

Volunteer Group Information

Where would your group like to Volunteer?

Leader's Name:

Date:

Contact number:

Email address:

Group Name:

Mission of the Group:

Anticipated number of participants:

Are any 18 years or younger?

How often do you plan to volunteer:

Special accommodations:

PLEASE SIGN AND COMPLETE the Acknowledgement of Understanding and return it with your Registration Form to Volunteer Services.

Workers' Compensation for Volunteer GROUPS

Lee County Parks and Recreation Volunteers may be covered for medical benefits in case of accident or injury while volunteering under Lee County's Workers' Compensation Program. The insurance is managed by Lee County Risk Management with specific policies and procedures. Please read the following procedures, and sign on the upper portion of this page to indicate that you understand the procedures. If you have questions please call Volunteer Services at 239-432-2159 or 239-707-0876 cell.

Part I – If you are injured in a **WORK-RELATED ACCIDENT THAT IS NOT LIFE THREATENING**, you must do the following:

1. Report the injury to your supervisor or manager immediately.
2. For all injuries that require more than just basic first aid, the injured employee should report to:

Lee Convenient Care Central
4771 S. Cleveland Avenue (next to Pep Boys at Page Field)
Hours of operation: 7:00 AM to 7:00 PM, 7-days a week, including holidays
239-343-9800

Urgent Care of Southwest Florida - Care Cape Coral
1708 Cape Coral Pkwy W, Suite 2
Hours of operation: (M-F)8:00 AM to 8:00 PM, Sat 9am-5pm Sun 11am-4pm
239-333-3333

Urgent Care of Southwest Florida - Estero
10201 Arcos Ave Suite 105
Hours of operation: (M-F) 8:00 AM to 8:00 PM, Sat 9am-5pm Sun 11am-4pm
239-333-2273

- A. Authorization for treatment must be obtained prior to treatment. Authorization can be obtained through Risk Management 239-533-2309/2310 or through Employee Health Services 239-533-2067.
 - B. Any additional medical treatment such as transfers of care to a specialist would require authorization from your Workers' Compensation Adjuster.
 - C. Prescriptions given to injured employee by authorized physicians can be filled at any local pharmacy. Employees can use the "Prescription Program for Work Related Injuries" form in order to obtain prescriptions or employees are may be required to secure receipts for reimbursement.
3. Complete an "Employee Injury-Illness Report" form and fax a copy to Risk Management at 239-485-2154 and Employee Health Services at 239-485-2094 within 24 hours. The original can follow by inter-office mail.
 4. Employee shall do the following:
 - a. Attend all scheduled appointments with authorized workers' compensation physicians.
 - b. Follow all instructions given to them by the authorized workers' compensation physicians.
 - c. Contact your Workers' Compensation Adjuster and/or Risk Management with concerns about their claim.

Part II – **WORK-RELATED INJURY THAT OCCURS AFTER HOURS, WEEKENDS, OR HOLIDAYS**, which is **NOT LIFE TREATENING**, you must do the following:

1. Report the injury to your supervisor or manager immediately.
2. Follow steps 2b-2c, step 3, and step 4 in Part I.

Part III – **WORK-RELATED INJURY THAT IS LIFE THREATENING AND REQUIRE IMMEDIATE Medical Attention, immediately CALL 9-1-1:**

1. Immediately report the injury to your supervisor or manager.
2. Ask a representative from the hospital to call Risk Management at 239-533-2309 or 239-533-2310 or Employee Health Services at 239-533-2067.
3. Follow steps 2a-2c, step 3, and step 4 in Part I.

Revised June 2010

Acknowledgement of Understanding of Workers' Compensation Procedures

I understand the policies and procedures for reporting and seeking medical treatment for on-the-job injuries and accidents while volunteering for Lee County Parks and Recreation. I understand that if I do not follow these procedures I may be denied certain benefits and/or may be personally liable for expenses incurred. If registering via email, your typed signature shall be substitute for and have the same legal effect as an original form signature.

Please Sign that you understand

Signature:

Print name:

EVENT SIGN IN SHEET

Event Name:	Date:
Location:	Number of hours:

Please sign that you understand Waiver Form

Signature	Print name
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