Day of Caring - Wednesday, September 11, 2019
Participation Form

Please return the form no later than Wednesday, July 10, 2019.
Participants will be notified by Team Leaders by mid-August about team assignments.

Note: You will need to <u>bring your own snacks and lunch</u> on the Day of Caring.

Last Name: _____   First Name: _____

Job Title: _____   ☐ County of Sonoma   ☐ City of Santa Rosa

Department: _____   Division/Program: _____

Work Phone: _____   Cell Phone: _____

Email: _____

Skills: _____

Please check **two boxes** below based on your skills and interests:

☐ Minor construction, home repair, maintenance
☐ Painting – Graffiti Removal
☐ Painting – Exterior and/or Interior of Buildings
☐ Cleaning home/residence, interior maintenance
☐ Parks trail clearing/building and vegetation removal
☐ Gardening, landscaping
☐ Beautification, litter pick-up
☐ Project help for Day of Caring, incl. tools, supplies, equipment
☐ Sorting and organizing – local thrift shops, food banks, etc.

Is there a particular type of activity you would prefer **not** to do and/or any special needs?

_____
_____
_____
_____

We will do our best to accommodate special needs, but cannot guarantee that a request will be met. There is no option to self-select your team or assignment.

☐ **Team Leader -** Team leaders are needed for Day of Caring projects. Technical trade skills not required. Team Leaders are responsible for reviewing/scoping the project, contacting team members, and coordinating work at project site. We will hold a Team Leader meeting where we will provide an overview and important information. **Team Leader meeting scheduled for Wednesday, August 7, 2019.** We are in need of Team Leaders!

Have you participated in a previous Day of Caring?   ☐ Yes   ☐ No

In what capacity? _____

Please indicate your T-Shirt size: ☐ Small   ☐ Medium   ☐ Large   ☐ XL   ☐ XXL   ☐ XXXL

I am interested in participating in the Day of Caring, **Wednesday, September 11, 2019 from 8:00 am - 4:00 pm**. I have discussed this one-day reassignment with my supervisor. I understand much of the work involves outdoor physical labor. I am prepared to serve in this way. I have no known medical problems that might interfere with my ability to perform the duties I have checked above. I also give permission for my photo to be used in media reproduction.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

[If you are completing the fillable version, type your name and date, and type name and phone of supervisor to confirm you have approval]

City and County Employees - Return application to Sylvia Lemus
Email: Sylvia.Lemus@sonoma-county.org, Fax: 707-565-3770, Courier: Sonoma Co. HR Department
<u>*Return by July 10, 2019*</u>
Questions? Missed the deadline? Call Sylvia at 565-1702.

2019 Day of Caring
County of Sonoma & City of Santa Rosa Employees Join Together!
Wednesday, September 11, 2019 - 8:00 a.m. to 4:00 p.m.
8:00 a.m. Kick-Off and Rally

What is it?
On Wednesday, September 11, 2019, the County of Sonoma and City of Santa Rosa will partner to hold our annual Day of Caring event. On this day of service, County and City employees are reassigned to work on a variety of projects for deserving clients, nonprofit agencies, and projects from our own programs. Endorsed by the Board of Supervisors and in partnership with the City of Santa Rosa, participating employees will begin the day with a Kick-Off Rally at from 8:00 to 8:30 a.m. Volunteers travel to assigned work sites by 8:45 a.m.

The Purpose
The involvement of County of Sonoma and City of Santa Rosa employees in the Day of Caring event allows for helpful contributions to be made that strengthen our community, provide valuable services, and enhance community programs. The purpose of this event is to create team building and community spirit, extending public services further into our neighborhoods. The projects will be aligned with County of Sonoma and City of Santa Rosa efforts that combat homelessness and other pervasive issues of poverty.

History and Success
This is the 19th Annual Day of Caring that County of Sonoma and City of Santa Rosa employees will work together as teammates. In 1999, Sonoma County received the Community Spirit Award in recognition of the campaign activities and for employee participation and enthusiasm. Each year the event has grown in volunteer involvement. We hope to have 400 County and City volunteers to make this year another success!

What do the volunteers do?
Volunteers work hard, often on outdoor projects that improve conditions in parks or remove graffiti. They clean up around building sites; perform minor construction, paint, and landscape. Each year, a few home projects for elderly or disabled clients of County services and local non-profit agencies are also included. See the application form on the reverse side for examples of skills needed. Cross-departmental teams with a City/County mix will be formed and assigned to various work sites throughout the community.

What happens if I volunteer?
You are encouraged to volunteer! If you are approved to participate by your department, you will be paid your regular pay and benefits for this day as if you were still at your usual job. Your day will start off with a kick-off rally, where you will enjoy a light breakfast and coffee, and some music to prepare your for the energetic day ahead!

How do I participate?
Fill out the application and get your supervisor and/or department head's signature. After you have been approved by your department, **applications for <u>both</u> City and County employees should be faxed or emailed to Sylvia Lemus (sylvia.lemus@sonoma-county.org).** Volunteers will be assigned their team and site location based on the skill boxes checked. Teams will be made up of both County and City employees from diverse departments and programs. Please sign-up early, especially if you are volunteering to be a Team Leader. If there are more applicants than positions, those who have not participated in the past will be given priority over applicants who have participated in prior years. Thank you for considering this important opportunity.

Consider Becoming a Team Leader
We need some dynamic Team Leaders to help with reviewing your assigned project and being the primary contact for team members. You will also coordinate the work of your team on the assigned project. This is a great way to give back to the community and put your leadership skills to work in a fun way!