

Port Angeles Downtown Association Youth Volunteer Policies and Procedures

The youth volunteer group will be a sub-committee of the Organization Committee.

The formal name of the group is still to be decided.

There shall be at least one PADA board member as an adult mentor, and at least one mentor should be a member of the Organization committee. Mentors shall be proportionate to the number of youth, ratio to be determined. At least two mentors will be present at all times. All mentors must be vetted by law enforcement.

The youth committee's main function is to provide volunteer workers for PADA activities and events. The PADA's commitment to the youth is to maintain a safe working environment, provide mentors and the training necessary to fulfill their volunteer positions.

All decisions of the youth committee shall be approved by the Organization Committee and if necessary the PADA Board.

Group involvement is a one year commitment. The minimum commitment agreed to is 20 hours or work on 4 separate events in the year. The term shall be from June to June. Youth may join mid-year.

Youth to be between the ages of 10-18 years. Youth may be subject to a background check by Washington State Police to be paid for by dues.

Permission from parent /legal guardian is required for participation. At least one parent/legal guardian shall sign a permission to participate/ release of liability/ and Medical release form.

It is required that each youth have a signed: Volunteer agreement, including dress code, and Code of Conduct. These shall be counter-signed by a parent/legal guardian.

There will be annual dues of \$20, part of which will purchase the uniform t-shirt. The rest will be held in an account to fund group activities.

Officers may include:

President- Run sub-committee meetings, represent group at Organization Committee meetings, and PADA meetings, and elsewhere as needed.

Vice President- Fulfill the duties of President in his absence.

Secretary- Maintain minutes, and correspondence for the group.

Treasurer- Keep records of finances.

Optional: Publicity, Historian, Photographer(s),

The committee may plan one event each year to be approved by the PADA board. This event may act as a fund-raiser for the group, improve the Downtown, or be charitable in focus.

Uniform to consist of T-shirt, plus optional hat, and sweatshirt. These will be designed to represent the PADA, be easily recognizable to visitors, and acceptable to the youth.