



Village of Phillipsburg Ohio

Volunteer Application Form

Thank you for expressing your interest in volunteering with the Village of Phillipsburg. Volunteering represents a valuable opportunity to make a significant and positive contribution to our community, fostering stronger connections, supporting individuals in need, and enhancing the overall wellbeing of the Village. Your participation is instrumental in making a real difference and helping to create a better environment for all residents. Please ensure that all sections of this application are completed in full. All information provided will be treated as confidential and will be used exclusively for the purposes of administering the volunteer program.

Personal Information

Full Name: _____

Date of Birth (MM/DD/YYYY): _____

Gender: ☐ Male ☐ Female ☐ Prefer not to say

Email Address: _____

Phone Number: _____

Home Address: _____

How would you prefer to be contacted? ☐ Email ☐ Phone

Emergency Contact

Emergency Contact Name: _____

Relationship: _____

Emergency Contact Phone Number: _____

Volunteer Skills and Availability

Previous Volunteer Experience: ☐ Yes ☐ No

If Yes, please indicate where and describe your responsibilities: _____

Volunteer Motivation (please share your reasons for volunteering with us): _____

Relevant Skills, Experience, or Certifications: _____

Availability (please specify days, times, and approximate hours per week): _____

Any other information you would like to share: _____

Areas of Interest (Check all that apply):

- ☐ **Community Events** (fairs, festivals, parades)
- ☐ **Parks and Recreation** (cleanup, gardening, activities)
- ☐ **Village Maintenance** (Painting, construction)
- ☐ **Office/Administrative Assistance**
- ☐ **Other** (please specify): _____

Board and Commission Opportunities

Please select all boards or commissions for which you wish to be considered and indicate your interest below.

- ☐ **Board of Public Affairs** (3 members): The board of trustees of public affairs has the powers and duties relating to village utility services. In addition, it may recommend and set rates for village utilities for approval by the village council. Generally, the village council makes major policy decisions regarding village utilities, and must authorize large expenditures, while the board manages the operation of the utilities. This board meets monthly, and members will receive a small stipend.
- ☐ **Planning Commission (Zoning)** (3 members): The commission is an advisory board that may control the structure and location of buildings and create various zones within the Village limits. This commission is tasked with updating the out-of-date code and determining if new codes are needed. The Mayor and one council member also make up this Commission. This commission meets once annually and as needed.
- ☐ **Board of Zoning Appeals** (3 members) This board meets as needed. They review appeals from property owners, grant variances on zoning regulations, interpret zoning code, and decide on special permits. This board meets annually and as needed.
- ☐ **Park Board (3 members)**: This Committee controls the Village's recreation facilities. This board controls property and funds donated to the village for park purposes. This board meets once per quarter.
- ☐ **Cemetery Board** (3 members): This committee is charged with maintaining the Villages cemeteries (we have 3 of them!) This board will meet once annually.
- ☐ **Municipal Records Commission** (1 member): A commission to provide rules for retention and disposal of records of the municipal corporation and to review applications for one-time records disposal and schedules of records retention and disposition submitted by municipal offices. The records commission consists of the mayor or his or her designee, the records clerk of the village, the village legal counsel, and one additional member appointed by the mayor. This commission will meet twice annually.
- ☐ **Income Tax Committee** (2 members) This committee consists of the Mayor, a council member, the fiscal officer, and 2 community members. This committee meets as needed to hear appeals on income tax assessments.

Please briefly describe your interest in and any relevant experience for the boards or commissions you have selected: _____

Consent and Compliance

Please check each item to indicate you're agreement.

- ☐ As a volunteer with our community, adherence to our Volunteer Code of Conduct is required. Volunteers are expected to act respectfully, ethically, and responsibly while representing our Village, including treating others with dignity, following all policies and guidelines, maintaining confidentiality, and refraining from any form of discrimination, harassment, or substance use during volunteer activities. Compliance with these standards ensures a safe, positive, and effective environment for all participants, and failure to abide by this code may result in suspension or termination of volunteer status.
- ☐ I grant permission for photos or videos to be used for promotional purposes.
- ☐ By signing below, I acknowledge that I am volunteering my time and services freely and understand that I am not an employee of the Village. I accept full responsibility for my safety and well-being while participating in volunteer activities and agree to release and hold harmless the Village, its Council, employees, and agents from any claims, liabilities, or damages arising out of my volunteer service, unless the problem was caused by intentional wrongdoing (willful misconduct) or extreme carelessness (gross negligence) on their part. I also understand that the Village does not provide personal injury or health insurance for volunteers, and I agree to comply with all safety rules and guidelines.

I hereby confirm that the information provided in this application is accurate to the best of my knowledge.

Signature: _____

Date: _____