

Organizational Volunteer Agreement

A. Parties and Program

This Organizational Volunteer Agreement ("Agreement") is entered into by and between the Village of Orland Park ("Village") and the undersigned Organization ("Organization") for participation in the Village's Organizational Volunteer Program (OVP).

B. Definitions

- OVP: The Village program allowing approved organizations to volunteer at Village-sponsored events as coordinated teams.
- Organization Volunteers: Individuals participating under the Organization's banner who have each executed the Village's Individual Volunteer Agreement/Hold Harmless.
- Village Supervisor: Village employee or designee assigned to direct volunteer activities at an event.

C. Local Base Requirement (Eligibility)

Organization represents and warrants that it is Orland Park-based, meaning its primary physical location or principal place of business is within the corporate limits of the Village of Orland Park. Organization shall provide documentation satisfactory to the Village to verify local status prior to participation. Umbrella/regional groups are eligible only if the participating chapter/affiliate itself is Orland Park-based. Remote offices, PO boxes, or "service areas" without an Orland Park facility do not satisfy this requirement.

D. Village Discretion; No Continued Rights

The Village may continue, modify, suspend, or terminate the OVP, in whole or in part, at any time and for any reason, with or without cause or notice, in its sole discretion. Participation in the OVP does not create any right or entitlement to continued participation thereafter and confers no property interest or vested right of any kind. Nothing herein creates an employment relationship between the Village and Organization or any Organization volunteer.

E. Term and Termination

This Agreement becomes effective on the Effective Date below and remains in effect for 12-months. The Village may terminate this Agreement immediately upon breach, safety concerns, operational needs, or for convenience.

F. Participation Documentation & Roster

1. Individual Forms: Each Organization Volunteer shall execute the Village's Individual Volunteer Agreement/Hold Harmless before any service.
2. Organizational Execution: The Organization shall execute this Agreement prior to scheduling.

3. Roster: Organization shall submit a pre-event roster (name, contact, emergency contact) and shall update any changes.
4. Point of Contact: Organization shall designate a primary on-site coordinator.

G. Direction, Supervision, and Safety

1. Village Direction: Organization Volunteers shall perform all duties under the direction and supervision of designated Village personnel and shall comply with all instructions, safety requirements, and event procedures.
2. Safety & Incident Reporting: Organization shall ensure prompt reporting of incidents, injuries, or hazards to the Village Supervisor and cooperate with any incident documentation.
3. Training/Orientation: Organization agrees to participate in any event-specific orientation or safety briefing required by the Village.

H. Branded Apparel

Organization Volunteers may wear Organization-branded apparel while volunteering, provided such apparel is appropriate for a family-oriented public event and does not cause confusion with Village staff uniforms. The Village may require removal or substitution of apparel that is unsafe, inappropriate, or inconsistent with event protocols.

I. Indemnification

To the maximum extent permitted by law, Organization shall defend, indemnify, and hold harmless the Village and its officers, employees, agents, and volunteers from and against any and all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or related to Organization's or Organization Volunteers' acts or omissions in connection with OVP participation, except to the extent caused by the Village's sole negligence or willful misconduct.

J. No Agency; No Employment; No Compensation

Organization and Organization Volunteers are not employees or agents of the Village. No wages, benefits, or compensation are provided by the Village. Organization shall not represent or imply that volunteers are Village staff.

K. Costs; No Reimbursement

Organization acknowledges and agrees that all costs associated with participation in the Organizational Volunteer Program (OVP) are at the Organization's or the individual volunteer's sole expense. The Village will not reimburse or advance any costs, including but not limited to apparel, supplies, equipment, travel, meals, training, insurance, printing, technology, or administrative expenses. Organization shall not incur, or purport to incur, any obligation or expense on behalf of the Village without the Village's prior written authorization.

L. Solicitation; No Fundraising; No Promotions

While volunteering at Village events or on Village of Orland Park property, Organization and Organization Volunteers are expressly forbidden from soliciting donations, membership, sales, contributions, signatures, personal information, or any other items or commitments related to the Organization (including distribution of promotional materials, QR codes, business cards, or signage). Limited informational acknowledgments of the Organization (e.g., branded apparel) are permitted as set forth in this Agreement, but any active solicitation, fundraising, or promotional activity is prohibited unless expressly authorized in advance in writing by the Village. Violation may result in immediate removal from the event and termination of participation in the pilot.

M. Background Screening

The Village requires background checks or other screening for all volunteers. Organization agrees to comply with any such requirements prior to participation.

N. Publicity; Use of Village Marks; Photo/Media

Organization shall not use the Village seal, logo, or insignia except as permitted by the Village in writing. Organization acknowledges Village events may be recorded/photographed; Organization will notify volunteers accordingly. Any Organization media activities must coordinate with the Village Supervisor.

O. Compliance; Records; FOIA

Organization and its volunteers shall comply with all applicable laws and Village policies while volunteering. The Village will retain participation records per Village records policy and applicable law; Organization acknowledges that certain records may be subject to FOIA requests.

P. Governmental Immunity Not Waived

Nothing in this Agreement constitutes a waiver of the Village's governmental immunities or defenses under Illinois law.

Q. Miscellaneous

- Governing Law/Venue: Illinois law; venue in Cook County, Illinois.
- Entire Agreement; Amendments: This Agreement is the entire agreement on its subject; amendments must be in writing signed by both parties.
- Severability: If any provision is invalid, the remainder remains enforceable.
- Counterparts/Electronic Signatures: This Agreement may be executed in counterparts and via electronic signatures.

R. Signatures

Organization

Legal Name: _____

Orland Park Address: _____

Authorized Representative: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Village of Orland Park

By: _____ (Village Manager or Designee)

Title: _____

Signature: _____ Date: _____

Eligibility Verification Checklist (Staff Use)

Department: _____

Event: _____ Date(s): _____

A. Organization Identity & Local Base (Required)

- ☐ Organization legal name recorded
- ☐ Primary Orland Park street address verified
- ☐ Proof submitted (select one and file):
 - ☐ Lease/Deed ☐ State/Local registration listing OP address
 - ☐ Business license/utility bill (≤ 90 days) ☐ Official letter w/ OP facility address
- ☐ Affiliate/chapter verification (if applicable): local chapter itself is OP-based

B. Points of Contact

- ☐ Primary contact (name, mobile, email)
- ☐ On-site coordinator identified

C. Agreements & Forms

- ☐ Organizational Volunteer Agreement fully executed
- ☐ Individual Volunteer Agreement/Hold Harmless collected for each participant (attach roster)
- ☐ Individual Background Checks Completed
- ☐ Event Roster - completed (name, contact, emergency contact)
- ☐ Orientation acknowledgement filed
- ☐ Cost responsibility acknowledged: Organization understands all costs are at Organization/volunteer expense; no Village reimbursement.

D. Assignments, Apparel, and Safety

- ☐ Task assignments issued by Village Supervisor
- ☐ Apparel guidance communicated (no confusion with Village uniforms)
- ☐ Safety brief delivered; emergency communication protocol confirmed
- ☐ Incident reporting process explained
- ☐ Non-solicitation policy communicated: No fundraising, sales, membership, or promotional solicitation on VOP property or at events.

E. Day-of Operations

- ☐ Check-in completed; headcount reconciled with roster
- ☐ Volunteer instructions reaffirmed; safety equipment issued (if applicable)
- ☐ Mid-event spot checks performed

F. Post-Event Closeout

- ☐ Incident/injury reports (if any) filed
- ☐ After-action notes captured (what went well/what to improve)
- ☐ Records archived per Village retention policy

Staff Initials: _____ Date: _____