

Organizational Volunteer Program (OVP) - Framework

Purpose

The Organizational Volunteer Program (OVP) establishes a structured process for Orland Park-based nonprofit groups, civic clubs, athletic associations, businesses, faith-based organizations, and other community organizations to volunteer at Village-sponsored events. The program expands upon the Village's existing individual volunteer form and procedures while providing a mechanism for groups to participate collectively.

Program Overview

The OVP allows approved Orland Park-based organizations to:

- Volunteer as a coordinated group for Village events and activities.
- Wear organization-branded apparel while volunteering.
- Operate under the direction and supervision of designated Village staff during events.

Participation requires completion of the Village's individual volunteer hold-harmless form by each participating member, as well as an organizational agreement acknowledging the organization's responsibilities and liability.

Pilot Program & Village Discretion

- The OVP is established as a pilot program for an initial 12-month period.
 - Continuation, modification, suspension, or termination of the pilot, in whole or in part, is solely at the Village's discretion, for any reason and at any time, with or without cause or notice.
 - Participation in the pilot does not create any vested right or entitlement for organizations to continue in the program beyond the pilot period.
 - Nothing in the program creates an employment relationship between the Village and organization volunteers.
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Requirements

1. Organizational Eligibility

To participate in the OVP pilot, organizations must be Orland Park-based. For the pilot, "Orland Park-based" means the organization has a primary physical location or principal place of business within the corporate limits of the Village of Orland Park.

Acceptable proof (submit one):

- State or local registration listing an Orland Park address (e.g., Articles of Incorporation, Assumed Name filing)
- School/faith/community organization letter on official letterhead with the Orland Park facility address

Note: Regional chapters or affiliates are eligible only if their chapter/affiliate itself is located in Orland Park. Remote offices, PO boxes, or "service areas" without an Orland Park facility do not qualify.

2. Mandatory Documentation

A. Individual Requirements

Each participating volunteer must complete and sign the Village's existing:

- Individual Volunteer Agreement / Hold Harmless Form\ (unaltered; same form used for existing volunteers)
- Background screening

This ensures personal acknowledgment of risk and indemnification.

B. Organizational Requirements

The organization must sign an Organizational Volunteer Agreement, which will include:

- Acknowledgment that the organization assumes responsibility for its volunteers during participation.
 - Agreement that the organization indemnifies and holds the Village harmless to the maximum extent permitted by law.
 - Confirmation that volunteers will follow all Village direction, safety requirements, and on-site supervision.
 - Pilot clause acknowledging Village discretion (see copy-ready text below).
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Volunteer Expectations

1. Conduct and Supervision

- All organization volunteers operate under Village authority and must follow all instructions issued by Village staff or event supervisors.
- Volunteers must comply with all safety protocols, event procedures, and emergency directions.

2. Branded Clothing

- Organization volunteers shall perform all duties under the direction and supervision of designated Village personnel and comply with all instructions, safety requirements, and event procedures.
- Organization volunteers may wear Organization-branded apparel, provided such apparel is appropriate for a public, family-oriented 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.

3. No Solicitation

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.

4. Scheduling & Assignments

- Event assignments will be determined by the Village based on event needs.
- Organizations may indicate preferences, but final placement is at the discretion of the Village.

Organizational Responsibilities

Organizations participating in the OVP agree to:

- Ensure all participating members complete the Village's individual volunteer form in advance.
- Provide accurate roster information to the Village before each event.
- Ensure volunteers arrive on time and follow Village staff directions.
- Immediately report any incidents, injuries, or safety concerns to the Village supervisor on site.
- Accept full responsibility for their volunteers' conduct.

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.

Village Responsibilities

The Village will:

1. Verify Orland Park base: Collect and file one proof item per organization; record the address in the event roster.
2. Roster & forms:
 - Organization signs Organizational Volunteer Agreement.
 - Each participant signs the Individual Volunteer Agreement/Hold Harmless already in use by the Village.
3. Orientation: Provide duties, safety requirements, and point-of-contact; confirm apparel guidance.
4. On-site supervision: Assign a Village supervisor; require incident reporting. Provide necessary safety equipment or materials required for volunteer duties.
5. Recordkeeping: File proofs, agreements, and rosters in the event packet.