



# City of San Gabriel

ATTACHMENT "A"

◆ City With A Mission ◆ Founded 1771 ◆

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Dear Prospective Volunteer:

We are grateful for your interest in volunteering. You and the many other volunteers at work on our various City programs and projects have the power to improve the quality of life in our community.

Attached is a *Volunteer Application and Registration* form for the City's volunteer program. Please complete this form in its entirety. Using the information provided, we will make every effort to offer you assignments that meet your interest and goals. Additionally, you will have an opportunity to review the job description for any assignment and interview with the supervisor before you commit your time and energy.

We also want to make you aware that we have established program policies and procedures that protect volunteers, citizens and the City. Depending upon the type of assignment you undertake, the procedures may include fingerprinting and background checks, DMV record review and liability waivers, among others. We will make you aware of any such requirements at the time of your initial interview.

Again, thank you for your willingness to work toward improving our community. We look forward to welcoming you to the City of San Gabriel's volunteer program.

Sincerely,

Supervisor's name, Title