Volunteer Participation Packet
March 30th, 2019

It’s one day for ENMU to say “Thank You” to the community of Portales, NM through selfless acts of service!

Important Information

All students, faculty and staff of Eastern New Mexico University are encouraged to participate. Participate as a campus organization, a group of friends, or as an individual. (Individuals will be comprised into a team the day of the event.) Fill out the Volunteer Participation Form and return to the Student Government office located in the CUB (108) or at the ENMU Dept. of Public Safety. Deadline 5pm March 2, 2019.

All participants must have an active ENMU issued ID!

Team Leaders will be required to attend one of the two MANDATORY Eastern in Action Team Leader Orientation Meetings. If unable to attend one of the meetings please send an alternative Team Leader or make prior arrangements. At the Orientation Meeting, Team Leaders will receive their job site assignments and be briefed on the events of the day.

6:00 PM MARCH 21, 2019 LOCATION: SENATE CHAMBERS
6:00 PM MARCH 22, 2019 LOCATION: SENATE CHAMBERS

Event Kickoff 7:30 am March 30th, 2019 ENMU CUB Lobby. There will be mandatory Team/Organization check-in tables where Team Leaders must check-in.

Participation forms are due in Student Government office (CUB 108) or in the ENMU Dept. of Public Safety by

March 1, 2019 by 5:00pm!
Eastern in Action
Organization/Group Representative Form
March 30th, 2019

**Organization / Group Information**  (if volunteering as an individual skip to next section)

Name of Organization/Group: ____________________________
Street Address: ________________________________________
Phone Number: ________________________________________

Total Number of Participants in Organization/Group: _______
Jobsites will be assigned according to number of participants. Please give an accurate number for an orderly issue of jobsites

Group consists of:
☐ Students ONLY  ☐ Faculty/Staff ONLY  ☐ Combination of Faculty/Staff & Students

**Contact Information**  (*Individual Volunteer begin form here)

Main Contact for Organization/Group/Individual:

Cell Phone Number: ____________________________  Text: Yes / No
Email address: ____________________________________  Facebook: Yes / No
Student ID: ____________________________  Classification: ____________________________

Main Contact for Organization/Group will be designated “Team Leader” by the Eastern in Action Committee. Individual Volunteers will be teamed up with others and assigned a Team Leader.

All volunteer participants including main contact MUST SIGN Participation Form (Part 2) or will not be allowed to participate in Eastern in Action. By signing this Participation Form you assume and accept all of the terms stated in the Assumption of Risk, completely understand and will comply with terms stated in the Code of Conduct. Please review Assumption of Risk Form with Organization/Group.

For every 10-15 people (depending on size of Organization/Group) designate a jobsite leader to oversee that group. It is required that Eastern in Action has a cell phone number on record for each jobsite leader identified in the participation sign-up sheet. The jobsite leader will be the contact person for a specific jobsite (if assigned more than 1 jobsite). Jobsites will be issued/assigned at the E.I.A. Team Leader Orientation.
Eastern in Action
Volunteer Participation Form

All volunteer participants including main contact MUST SIGN Participation Form or will not be allowed to participate in Eastern in Action. By signing this Participation Form you assume and accept all of the terms stated in the Assumption of Risk, completely understand and will comply with terms stated in the Code of Conduct.

Please assign Jobsite leader contact for every 10-15 participants (depending on size of group) and include a cell phone number.

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DUE March 1, 2019 BY 5:00 pm in the Student Government office or ENMU Dept. of Public Safety
Eastern in Action

Statement of Understanding

March 30th, 2019

Name of organization ___________________________________

Name of Representative ___________________________________

I certify that I attended an informational meeting held for organization representatives on either March 21 at 6:00 pm or March 22 at 6:00pm (Circle One) E.I.A. Orientation Meeting, and at that meeting received information about the following:

- The job(s) assigned to the organization I am representing.
- The Eastern in Action Guidelines for Risk Management and emergency response procedures
- The schedule of events for the day of Eastern in Action
- The responsibilities as an organization representative for the day of Eastern in Action

I understand that as the representative for my organization, my responsibilities are as follows:

- I certify that the Participation Form that I turned in for my group accurately reflects the correct number of participants and correct names of the participants that will work with me on March 30th, 2019.
- I understand that any additional participants will need to check-in with Eastern in Action at the registration table before they are allowed to be on the jobsite.
- If my organization has been assigned more than one job, I am responsible for appointing one job leader per site and informing them that they have all the responsibilities of an organization representative at their job site.
- I will make sure the information folder I have received containing contact information, frequently asked questions, and other pertinent information for each job is available to the job leader at each site.
- I will carry a cell phone at all times during Eastern in Action and have provided the number to that phone on the participation form. I am responsible for having each job leader’s cell phone number in case Eastern in Action needs to contact any part of my group.
- I, and each of my job leaders, will check-in at the registration table on the morning of Eastern in Action and verify that all the information needed is supplied and complete, and at that time I will also provide a valid Eastern New Mexico University ID for each job site in order to check out tools.
- I will check the tools assigned to my group to verify that they are usable (not broken or falling apart) before use and will return them in the same condition in which they were issued.
- I will be responsible for the actions of my group at the job site and will maintain responsible behavior while my group is completing the job(s) assigned.
- I understand that it is my responsibility to communicate to my group the guidelines and procedures for safely completing the assigned job(s) on the day of Eastern in Action.
- I am responsible for ensuring my group’s safety and will contact Eastern in Action staff immediately if a dangerous situation arises or I become aware of a potentially dangerous situation.

I understand that Eastern in Action does not permit the use of power tools under any circumstances and agree that my organization will not use power tools to complete the job(s) it has been assigned.

I certify that any questions I have had regarding the information outlined above have been answered to my satisfaction, and that should I have any further questions it is my responsibility to contact Eastern in Action at (575) 562-2473 or eastern.inaction@enmu.edu.

Signature_______________________________________ Date_________________


Eastern in Action
Assumption of Risk Form
March 30, 2019

I understand that Eastern in Action is a volunteer service project scheduled to take place on March 30th, 2019 and that my participation in Eastern in Action involves certain risks and that regardless of the precautions taken by Eastern in Action some bodily injuries may occur.

Specific risks/hazards involved in Eastern in Action include but are not limited to the following:
1. Traveling to, from and performing service projects at various sites in and around the Portales area.
2. The use of small equipment, hand tools or basic chemicals (paint, cleaning supplies, etc.)
3. Basic gardening tasks such as pulling weeds, trimming bushes, clearing debris, and tilling.
4. Activities involving moderate physical exertions such as shoveling, sweeping, scrubbing, ranking, etc.
5. Use of ladders where needed to complete a project.
6. Potential for bees, wasps, ants and allergies to be present at job sites.

The likelihood of such injuries may be reduced by adhering to safety rules or procedures, which include but are not limited to the following:
1. Stay with your group at all times.
2. Refrain from the use of complicated power tools and large equipment.
3. Follow the instructions given by Eastern in Action members and Team Leader.
4. Promptly notify Eastern in Action Committee at headquarters of any dangerous or potentially dangerous conditions of which you become aware during the event, including task that you feel you are unable to perform safely for any reason.

Knowing this information and in consideration of my participation in Eastern in Action, I expressly and knowingly release Eastern in Action, its representatives, officers, advisors, sponsors, and agents; the university, the state, its officers and employees, from any and all claims and causes of property damage, personal injury or death sustained by me arising out of any travel or activity conducted by or under the auspices of Eastern in Action caused by risks associated with this activity and/or the negligence of any of the released persons and/or entities. Participant acknowledges that Eastern in Action and Eastern New Mexico University are separate legal entities and should be treated as such.

In addition, I understand and agree that Eastern in Action cannot be expected to control all the risks articulated in the form but may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with understanding that the cost of any such treatment will be my responsibility. Neither the University or Eastern in Action carries medical or accident insurance for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

Finally, I voluntarily and knowing agree to protect, hold harmless, and indemnify Eastern in Action, its representatives, officers, advisors and agents: the University, the State, its officials and employees, against all claims, demands or causes of action for property damage, personal injury, or death, including claims based in negligence and including defense costs and attorney’s fees arising out of my participation in Eastern in Action.

I have read the agreement and have willingly signed the attached signature form for the consideration expressed and with a full understanding of its purpose.

By signing the Participation Form, you assume and agree to all of the terms as stated in the Assumption of Risk Form and are expected to arrive by 7:30 am on April 7, 2018 to participate in Eastern in Action.

KEEP THIS PAGE FOR YOUR PERSONAL REFERENCE