Volunteer Handbook
Table of Contents

Cemetery Map

I. INTRODUCTION: Welcome to Recreation & Parks!
Welcome Letter
Purpose of this Handbook
Recreation & Parks Mission
We Value Volunteers

II. ABOUT THE RURAL CEMETERY
History of the Rural Cemetery
Address
Website
Facebook
Role of the Preservation Committee
Role of the Recreation Coordinator
Community Foundation of Sonoma County
Burial Listings
Burial Requests
Memorial/Native CA Plant and Wildlife Habitat Garden
Memorial Rose Garden
Adopt-A-Plot
Friends of the Rural Cemetery
The Cemetery
Tours and Special Events

III. VOLUNTEER PROGRAM GUIDELINES
Application Process and Liability Waiver
Age Requirements and Parent/Legal Guardian Permission
Background Checks
Discrimination
Department Employees as Volunteers
Orientation/Training
Volunteer Supervision
Procurement of Supplies
Volunteer Expectations
Volunteer Use of Tools
Injury/Incident Reporting
Media Requests
Right of Publicity
Feedback, Concerns, and Comments
Resignation
IV. VOLUNTEER POSITIONS AND OPPORTUNITIES
Lead site Volunteers
Cemetery Maintenance
Educational Tours, Events, and Promotion of the Cemetery

V. Appendix
Approved Tools for Volunteer Use
Advanced Volunteer Certificate of Power Tool Training Completion
I. INTRODUCTION: Welcome to Recreation & Parks!

Welcome Letter

Dear Volunteer,

Thank you so much for being interested in volunteering with the Santa Rosa Rural Cemetery Preservation Committee on behalf of the City of Santa Rosa.

The Santa Rosa Rural Cemetery Preservation Committee is an active group of volunteers who work with the City to maintain the pathways, repair gravestones, keep vegetation under control, raise funds for ongoing maintenance, and encourage families and organizations to 'adopt' and maintain small parcels of the Cemetery.

The variety of volunteer opportunities with the Santa Rosa Rural Cemetery Preservation Committee offers something for everyone!

Thank you in advance for helping to enhance the quality of life in Santa Rosa.

City of Santa Rosa Recreation & Parks Divisions

Purpose of this Handbook

The purpose of this handbook is to provide guidance and information for individuals who volunteer with the Santa Rosa Rural Cemetery Preservation Committee (SRRCPC). SRRCPC volunteers conduct their activities on City property and operate under the same requirements as other Recreation & Parks volunteers. However, the unique parameters that formed the Rural Cemetery Preservation Committee necessitate a separate, dedicated volunteer handbook.

Recreation & Parks Department Mission

Santa Rosa Recreation & Parks provides recreational experiences, fosters human development, increases cultural unity, protects environmental resources, facilitates community problem solving, strengthens safety and security, promotes health and wellness, strengthens community image and sense of place, and supports economic development. We believe parks make life better!

We Value Volunteers

Volunteers for Santa Rosa Recreation & Parks commit personal time and effort, without compensation, to help the Department provide the community with a positive quality of life. Recreation & Parks encourages the involvement of volunteers and values their contributions to City parks, programs, and events.
II. ABOUT THE RURAL CEMETERY

History of the Rural Cemetery
The Santa Rosa Rural Cemetery is a 17-acre historic landmark located along Franklin Avenue in Santa Rosa. It was a burial site for early residents, primarily from the 1850s through the 1930s.

The City acquired the Santa Rosa Rural Cemetery grounds in 1979 when the Cemetery was officially abandoned as a site of future interments (except for persons who owned plots or had a vested right of interment as of August 28, 1979) (Council Resolution 14035). In 1980, City Council declared it a pioneer memorial park (Council Resolution 14503).

The Cemetery was designated a historic landmark by the City Council in 1997. The Rural Cemetery is open to the public as a City special purpose park. It is overseen by the Recreation & Parks Divisions.

Painstakingly restored from decades of neglect by a group of volunteers over the past 20 years, the wooded paths and knolls are now enjoyed by walkers and participants in various docent-led tours and events that highlight local history and the many town pioneers who are buried here.

Santa Rosa Rural Cemetery
1600 Franklin Avenue
Santa Rosa, CA 95404

There are entrances at Monroe Street and McDonald Avenue. Parking is on neighborhood streets or near the Town and Country shopping center.

Website
The Recreation & Parks Department maintains the Rural Cemetery website, www.srcity.org/ruralcemetery.

Facebook
The Rural Cemetery Preservation Committee, working with the City of Santa Rosa, maintains the Rural Cemetery Facebook account, https://www.facebook.com/SantaRosaRuralCemetery/

Role of the Preservation Committee
The Santa Rosa Rural Cemetery Preservation Committee was established in 1994 as an advisory committee to the Recreation and Parks Department by City Council Resolution No. 22057, and defined as a "permanent volunteer organization" to "raise funds for and assist in the maintenance and improvement of this historical, cultural and environmental treasure."

Initially, the Committee was named the Rural Cemetery Restoration Committee, and in 2001, after the successful completion of much restoration work, changed the name to the Rural Cemetery Preservation Committee.
The mission of the Santa Rosa Rural Cemetery Preservation Committee is to preserve, maintain and protect this historic Cemetery and to promote community support through educational tours and events and other means that demonstrate the motto, "Where History Comes to Life!"

The Committee's objective is to research burial records and history, provide tours and programs, update and refine maps, restore tombstones and roads, cultivate heritage roses, and provide and educate for the care of the California native plants and trees.

**Role of the Recreation Volunteer Coordinator**
The Recreation Volunteer Coordinator acts as liaison between City staff and Santa Rosa Rural Cemetery Preservation Committee members through attendance at its monthly meetings, maintain the Cemetery website, and support publicity and event programming. The Coordinator will provide registration for ticketed tours and events through the Recreation registration system and coordinate the issuance of special event permits held at the Cemetery. The Volunteer Coordinator manages budget appropriation and, in consultation with the Committee, manages the funds raised for the benefit of the Cemetery that is held in a City dedicated Rural Cemetery revenue account. The Volunteer Coordinator reviews all repairs and capital improvements suggestions and serves as the primary contact for all improvement projects. Preservation Committee members and volunteers should contact the Recreation Volunteer Coordinator with any questions, concerns, or issues.

**Community Foundation Sonoma County**
The Santa Rosa Rural Cemetery Restoration Committee established the 517A Endowment Fund and the 516B Restoration Funds’ on December 20, 1994, under the Sonoma County Community Foundation administration. The Funds’ were established for the charitable purposes of providing funds for the preservation, beautification, and maintenance of the Santa Rosa Rural Cemetery, including but not restricted to: (1) maintenance, repair, and restoration of monuments, headstones, lawns, and grave markers, and (2) replacement or removal of trees, flowers, and shrubbery thus promoting an appreciation of community history.

The 517A Endowment Fund is a permanent endowment that distributes income as grants for charitable purposes. The amount distributed each year is determined by the current spending rate, which is set annually by the Foundation's Board of Directors, based on the advice of the Foundation's Investment Advisory Committee and its investment managers. The Community Foundation establishes each year's distribution on the Fund's average market value over the previous twelve quarters to smooth out the market volatility. This method of determining the spending rate helps protect the Funds’ principal, helps the principal grow over time, and allows for a reasonably stable, consistent, and predictable flow of funds. The 516B Fund is an expendable fund; both its principal and the interest it earns may be granted to support the Fund's purpose. The 517A Endowment Fund and the 516B Restoration Fund accrue independent funding depending on interest and donations but function as a single financial entity.
Resolution 26917 authorized the Director of Recreation and Parks and the Chairperson of the Santa Rosa Rural Cemetery Preservation Committee to jointly sign agreements with the Community Foundation Sonoma County regarding allocating and disseminating the funds. In the unlikely event that the Santa Rosa Rural Cemetery shall cease to exist or somehow no longer exist as a historical and cultural site, the Community Foundation shall make grants from the Fund to such organization as in the opinion of the Foundation’s Board of Directors, most nearly serve the purpose and objectives of the Fund.

**Burial Listings**

The original burial records for the Moke, Stanley, Fulkerson, and Rural Cemeteries were lost. The documents have been re-created over the past 20 years through the research of dedicated local historians and volunteers. This challenge was not easy because many headstones were missing or destroyed.

The recreated burial listing is in a FileMakerPRO database maintained by the Committee’s Volunteer Archivist and currently stands at more than 5,300 individuals buried in the Rural Cemetery. The Archivist has been adding and correcting information in the database through painstaking research (by herself and other historians on the Committee) of County death records, death certificates, newspaper records, and other historical resources. The Archivist provides updated database files every quarter to the Recreation & Parks Department, where the database files are stored on the server and referenced when inquiries come in. The Burial Listing Database is the property of the City of Santa Rosa.

The burial records have periodically been published in book form, the last of which was printed in 2021 and is for sale at the Finley or Steele Lane Community Centers, while supplies last.

**Burial Requests**

The Santa Rosa Rural Cemetery was abandoned as a place of future interment on August 28, 1979, by the City Council through Council Resolution 14035. In addition to persons who owned plots as of August 28, 1979, the following persons held a vested right to interment in the Cemetery on August 28, 1979:

1. The spouse of a plot owner having more than one interment space if more than one interment space was unoccupied when the person became the spouse. (Health & Saf. Code § 8601.) However, divorce terminates the vested right unless otherwise provided in the divorce decree. (Health & Saf. Code § 8602.)
2. A person to whom the plot owner has left the plot in his will.
3. A person received the plot by a written declaration of the owner filed and recorded in the office of the cemetery authority.
4. Where the plot owner did not dispose of the plot through his will or written declaration, his heirs, subject to the right of any surviving spouse. (Health & Saf. Code § 8603.)
5. Concerning "family plots," the parents and children of the lot owner, subject to the right of any surviving spouse. (Health & Saf. §§ 8650; 8651.) If the parents and children predecease the plot owner, the spouse of any child of the record owner has a vested
right of interment, and second, in order of death, to the next heirs of the owner or spouse of an heir. (Health & Saf. Code § 8652.)

6. Joint tenants. (Health & Saf. Code § 8625.) Upon the death of a joint tenant, the title to the plot held in joint tenancy immediately vests in the survivors, subject to the vest right of interment of the deceased joint tenant. (Ibid.)

A person must fall within one of the above categories as of August 28, 1979, to be vested. A formal request for interment must be submitted to the Recreation Coordinator and reviewed by a committee consisting of City employees from the Recreation and Parks Divisions, the City Attorney's office, and members of the Santa Rosa Rural Cemetery Preservation Committee.

Memorial/Native CA Plant and Wildlife Habitat Garden
In 2001, the Rural Cemetery Preservation Committee volunteers established a National Wildlife Federation Certified Backyard Wildlife Habitat garden. This garden serves as a memorial garden and allows individuals to honor a loved one whose burial site is elsewhere (or unknown) by installing a memorial stone in the Cemetery's Memorial and Habitat Garden. New memorial stones are no longer accepted.

Memorial Rose Garden
A subgroup of the Preservation Committee, called the Rose Brigade, created the Memorial Rose Garden to honor the memory of the "unknowns" buried in the Cemetery and the 1906 earthquake victims, many of whom are buried throughout the Cemetery and in a mass grave at Franklin Gate Entry. Memorial stones are now going in the Memorial Rose Garden. Interested individuals are directed to the Committee's Lead Site Volunteer to arrange to view the garden and sample marker and discuss details and specific location.

Adopt-A-Plot
The Adopt-A-Plot Program offers volunteers the opportunity to commit to maintaining or improving a cemetery plot approximately 20 x 20 feet. The entire community is welcome to get involved, including individuals, community groups, businesses, service clubs, schools, non-profit organizations, churches, and youth groups. Participation involves a yearly commitment to perform tasks 3-4 times per year, such as litter and weed removal, planting, graffiti removal, maintenance, or special projects. The Adopt-A-Plot Program helps the Rural Cemetery look its best by enlisting the energy, skill, and care of volunteers and organizations.

Friends of the Rural Cemetery
Volunteers and the public may offer financial support to be applied to the maintenance and improvement of the Rural Cemetery through the "Friends of the Rural Cemetery" Program. Individuals can become a "Friend" at different membership levels, with a minimum $15 donation to the Rural Cemetery Preservation Fund. To become a member, visit www.srcity.org/ruralcemetery.

The Cemeterian
All "Friends of the Rural Cemetery" receive the quarterly newsletter, *The Cemeterian*, which highlights the Rural Cemetery's fascinating history, the accomplishments of the Rural Cemetery Preservation Committee, and gives advance notice of special events. *The Cemeterian* newsletter is a publication produced by Rural Cemetery Preservation Committee volunteers.

**Tours and Special Events**
A unique part of Santa Rosa's history is found in the Rural Cemetery. On the weathered gravestones is written the passage of more than 160 years of Sonoma County's development, with some fascinating insight into the lives of some of our residents. The Rural Cemetery Preservation Committee volunteers offer various walking tours throughout the Cemetery, April through September, exploring the monuments and headstones whose inscriptions provide a glimpse into a past era.

The Rural Cemetery Preservation Committee volunteers also produce two prominent special events, which dramatically portray the town's early settlers, called the Lamplight and Darkside Tours. Lights, costumes, and stage settings create a magical time as characters from the past depict a scene from their lives. All donations and proceeds go to the Rural Cemetery Preservation Fund.

### III. VOLUNTEER PROGRAM GUIDELINES

**Application Process and Liability Waiver**
Individuals wishing to volunteer in an ongoing volunteer position must complete a City of Santa Rosa's Volunteer Waiver Form. Groups desiring to do a project in a park must complete a Project Proposal Application. These applications contain the Liability Waiver to which volunteers agree.

Applications are submitted to the Recreation Volunteer Coordinator. Interviews or site meetings may be required, depending on the volunteer position or project. For one-time volunteer opportunities, such as a special event or drop-in workday, volunteers must check in on the Sign-In Sheet upon arrival, which contains the Liability Waiver to which they agree.

**Age Requirements and Parent/Legal Guardian Permission**
There are volunteer opportunities with Recreation & Parks for all age groups. Each opportunity or event will state any minimum age requirements for volunteering in that capacity. For opportunities open to volunteers under age 18, parent/legal guardian permission will be required, either through a Parent Permission Form or through the parent/legal guardian signing in on the Sign-In Sheet. Volunteers under age 13 require a parent or guardian to accompany them.

**Background Checks**
To comply with laws and for the safety of all program participants, volunteers with Recreation & Parks who work directly with minors or vulnerable adults and volunteers with positions involving sensitive and/or confidential information will be required to undergo a criminal background check. Volunteers will be notified if their role requires a background check. Individuals interested in volunteering for sensitive positions that refuse to comply with this request or fail to meet the standard of the background checks will not be permitted to volunteer.

**Discrimination**
Recreation & Parks prohibits discrimination on the basis of race, color, gender, national origin, ancestry, age, disability, marital status, or sexual orientation.

**Department Employees as Volunteers**
Recreation & Parks Department employees may volunteer their services but are prohibited from participating in duties that they are typically paid to perform within the scope of their employment. The Department may not accept volunteer services that result in a layoff or the reduction of hours or services of any existing City employee.

**Orientation/Training**
For one-time volunteer opportunities, volunteer shifts begin with demonstrations or training for the duties required. The Lead Volunteer Staff in the program area provides orientation and training for ongoing volunteer positions.

**Volunteer Supervision**
Recreation & Parks is committed to providing a safe and supportive environment for volunteers. A designated committee-appointed Lead Site Volunteer will supervise all volunteers within the program area that they are placed. The Lead Site Volunteer coordinates assigned tasks, tools, and supplies used by the Volunteers to accomplish their role. The Lead Site Volunteer is responsible for the volunteer sign-in process, ensuring Parent Permission Forms are collected from minors, and providing the volunteers have adequate training and support to perform their function. Lead Site Volunteer staff are also there to respond to problems or concerns that may arise. Besides the Adopt-A-Green Space Program or other pre-approved circumstances, volunteers should not perform volunteer work without Lead Site Volunteer supervision.

**Procurement of Supplies**
The City of Santa Rosa operates a maintenance supply warehouse. Contact the Recreation Coordinator to place a warehouse order. All items purchased from the warehouse will be charged to the Rural Cemetery Maintenance account or Rural Cemetery Program fund.

If the City warehouse does not have the item in inventory, a Lead Site Volunteer can purchase the item(s) and turn the original receipts into the Recreation Volunteer Coordinator for reimbursement. The purchase must be approved by both the City and the Rural Cemetery Preservation Committee to reimburse expenses, so seek approval first before making a
purchase. If the purchase is over $50, a check will be issued and mailed to the Volunteer within one month. Lead Site Volunteers can arrange a cash pick-up for purchases under $50.

Volunteer Expectations
- Volunteers must not be impaired due to alcohol or drugs.
- All City parks and facilities are smoke-free.
- Respectful treatment of patrons and staff.
- Dress codes may apply to certain volunteer positions; check with the program area supervisor for guidance. When performing outdoor labor, volunteers must wear closed-toe shoes and appropriate protective clothing.
- Volunteers are encouraged to take breaks and stay hydrated when working outdoors.
- Volunteers must notify staff immediately if encountering an unsafe situation.

Volunteer Use of Tools
Recreation & Parks has implemented guidelines for the tools that may be used by Basic through Advanced Volunteers. Please refer to the List of Approved Tools and Equipment for Volunteer Use document for guidance on what hand tools are allowed during basic volunteer service in our parks and facilities (see Appendix). Volunteers wishing to operate power tools must be 18 and older and must undergo safety training with Department staff to receive certification on each approved power tool, thereby becoming Advanced Volunteers. The City does not provide power tools for volunteer use. However, power tools may be purchased for the Preservation Committee with Rural Cemetery Maintenance funds. Advanced Volunteers must supply their power tools; however, they do so at their own will and risk. The City is not responsible for tools breaking or wear and tear.

Injury/Incident Reporting
Report any injury, accident, or incident while volunteering to the onsite Lead Site Volunteer immediately. If the Lead Site Volunteer is not onsite, report the incident to the Recreation Volunteer Coordinator with 24 hours to process the Incident Report. If the injury or accident is an emergency, call 911. The Lead Site Volunteer must fill out an Incident Report or Conduct report and submit it to the Recreation Coordinator within 24 hours. If a volunteer is injured during the course and scope of their volunteer services to the City, they will be covered under the City Workers' Compensation self-insurance.

Media Requests
If you are approached by a member of the media regarding a City of Santa Rosa matter, refer them to the City of Santa Rosa’s Communications Coordinator at (707) 543-3276. Volunteers are not authorized to speak on behalf of the City of Santa Rosa regarding City matters.

Right of Publicity
The Recreation & Parks Department reserves the right to photograph facilities, activities, and program participants for potential promotional use. All photos will remain the property of
Recreation & Parks and may be used for publicity or promotion purposes only. If you or anyone in your family should not be photographed, please contact the Volunteer Coordinator.

Feedback, Concerns, and Comments
If you have comments or suggestions to improve your volunteer placement or experience or concern about something, bring these issues to the Recreation Coordinator or Lead Site Volunteer at the earliest possible time. Volunteer feedback is welcome at any time, or you may use the Volunteer Survey (anonymous responses) at https://www.surveymonkey.com/s/VCVGL8P.

Resignation
To voluntarily end your volunteer commitment with Recreation & Parks, please inform the Recreation Volunteer Coordinator as soon as possible.

Termination/Separation
The need to dismiss a volunteer is rare but sometimes is required to protect volunteers, staff, and citizens. These behaviors will result in termination:

- Theft, misuse, destruction, or defacement of property
- Inappropriate behavior toward visitors, program participants, other volunteers, or staff
- Working under the influence of alcohol or illegal drugs
- Possession of weapons or illegal drugs at a volunteer work site
- Excessive tardiness or repeated unexcused absences
- Excessive failure to perform assigned or agreed upon duties or follow directions given by staff supervisor

Recreation & Parks reserves the right to terminate any volunteer who does not adhere to City of Santa Rosa policies and procedures or fails to perform their volunteer assignments satisfactorily. Recreation and Parks may elect to separate volunteers if the Department determines there is no longer a benefit or need for the service.

Volunteer Recognition
Recreation & Parks recognize our volunteers annually during National Volunteer Week in April with a volunteer appreciation event. Volunteers are periodically spotlighted in Recreation & Park’s webpages, social media, and newsletters to highlight accomplishments and underscore the immense value volunteers bring to our community.

Contacts
- Kim Hatch, Recreation Volunteer Coordinator (707) 543-3279, Mobile (707) 328-3466, volunteersantarosa@ssrcity.org
- Park Maintenance Weekdays (707) 543-3770, Nights/Weekend/Holidays (707) 543-3805 parksmaintenance@ssrcity.org
- Non-Emergency Police (707) 528-5222
IV. VOLUNTEER POSITIONS AND OPPORTUNITIES

Lead Site Volunteers

All Rural Cemetery Lead Site Volunteers and the City Liaison Volunteer are appointed by the Rural Cemetery Preservation Committee and approved by the Recreation Volunteer Coordinator. It is the responsibility of the Committee to fill these volunteer positions.

Title: City Liaison
Duties: Organizes and runs the Rural Cemetery Preservation Committee and meetings.
Qualifications: Rural Cemetery Preservation Committee member and the ability to lead others
Age Requirement: Age 18 or over
Time Commitment: Varies
Reports to: Recreation Volunteer Coordinator

Title: President
Duties: Financial signee
Qualifications: Rural Cemetery Preservation Committee member
Age Requirement: Age 18 or over
Time Commitment: Varies
Reports to: Recreation Volunteer Coordinator

Title: Lead Site Volunteer
Duties: Oversee all volunteers within a program area, ensure all required paperwork is collected and submitted to the Recreation Coordinator, provide volunteer training, and support, and enforce all City policies.
Qualifications: Rural Cemetery Preservation Committee member and the ability to lead others
Age Requirements: Age 18 or over
Time Commitment: Varies
Reports to: Recreation Volunteer Coordinator

Cemetery Maintenance

Title: Tombstone Trio Maintenance
**Duties:** Provide maintenance of gravesites, roads, and pathways. Volunteers pick up litter, spread mulch and gravel, weed, prune, and provide other general landscape maintenance.

**Qualifications:** Ability to perform general manual labor

**Age Requirements:** Age 18 or over

**Time Commitment:** Tuesday and/or Thursdays 9 am for 2-3 hours

**Reports to:** Lead Site Volunteer Jonathan Quandt

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**Title:** Native Plant/Memorial Garden Maintenance

**Duties:** Provide maintenance and care for the Native Garden. Volunteers weed, water, prune, plant and provide other general landscape maintenance.

**Qualifications:** Experience in gardening

**Age Requirements:** Varies

**Time Commitment:** Friday, 9:30 am at Franklin Gate entrance

**Reports to:** Lead Site Volunteer Becky Montgomery

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**Title:** McDonald Entrance Garden Maintenance

**Duties:** Provide maintenance and care for the McDonald entrance garden. Volunteers weed, water, prune, plant, and provide other general landscape maintenance.

**Qualifications:** Experience in gardening

**Age Requirements:** Varies

**Time Commitment:** Monday, 9 am at the McDonald Gate entrance

**Reports to:** Lead Site Volunteer Carole Quandt

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**Title:** Rose Garden Maintenance

**Duties:** Provide maintenance and care for the Rose Garden. Volunteers weed, water, prune, planting, and provide other general landscape maintenance.

**Qualifications:** Experience in gardening with roses

**Age Requirements:** Varies

**Time Commitment:** Varies

**Reports to:** Lead Site Volunteer Sandy Frary

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**Title:** Work Party Maintenance

**Duties:** Light maintenance and gardening. Projects vary.

**Qualifications:** Ability to perform general manual labor.

**Age Requirements:** Varies

**Time Commitment:** Third Saturday, 9 am to noon at Franklin Gate entrance

**Reports to:** Lead Site Volunteer Nancy Godfrey

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**Title:** Adopt-A-Plot

**Duties:** Maintenance and care for a Pioneer gravesite to bring it back to its original beauty.

**Qualifications:** Ability to perform general landscaping and manual labor.

**Age Requirements:** Age 18 or over
Time Commitment: Minimum of four days per year.
Reports to: Lead Site Volunteer Bill Northcroft

Title: Memorial Program
Duties: Coordinate with the public on the installation of memorial stones in the Rose Garden.
Qualifications: Ability to follow through on a project over an extended period
Age Requirements: Age 18 or over
Time Commitment: Varies
Reports to: Lead Site Volunteer Bill Montgomery

Educational Tours, Events, and Promotion of the Cemetery

Title: Volunteer Archivist/Historian
Duties: Responsible for assembling, cataloging, preserving, and managing the Rural Cemetery burial records and answering public inquiries regarding burials at the Cemetery.
Qualifications: An interest and awareness of Rural Cemetery history and the value of archives.
Age Requirement: Age 18 or over
Time commitment: Varies
Reports to: Lead Site Volunteers Sandy Frary and Ray Owen

Title: Docent
Duties: Guide educational tours through the Cemetery to the public
Qualifications: Knowledge of the Rural Cemetery history, interacting with guests in a friendly and outgoing manner, and being willing to dress in period costumes.
Age Requirements: Age 18 or over
Time Commitment: Varies
Reports to: Varies; Lead Site Volunteer Tour Organizer

Title: Tour Tail
Duties: Assists the Docent and tails behind the tour group.
Qualifications: The ability to interact with guests in a friendly and outgoing manner.
Age Requirements: Age 18 or over
Time Commitment: Varies
Reports to: Varies; Lead Site Volunteer Docent

Title: Actor/Actress
Duties: Act in dramatic vignettes about the lives of people buried in the Cemetery for the Lamplight and fund-raising events.
Qualifications: Theatrical experience, with skills in creativity, speaking, and memorization.
Age Requirements: Varies
Time Commitment: Varies, nights and weekends required
Reports to: Varies; Lamplight Lead Site Volunteer

Title: Promotion/Marketing
Duties: Assists with maintaining the Kiosks, Facebook site, virtual tour, and creating promotional material.
Qualifications: Proficient in the use of modern technology.
Age Requirements: Age 18 or over
Time Commitment: Varies
Reports to: Lead Site Volunteer Debbie Williams & Nancy Godfrey

Title: Cemetery Writer
Duties: Write and edit articles for the Rural Cemetery Cemetery quarterly newsletter.
Qualifications: The ability to express ideas through the written word.
Age Requirements: Age 18 or over
Time Commitment: Varies
Reports to: Lead Site Volunteer Carole Quandt
Approved Tools and Equipment for Volunteer Use

General Requirements

- No volunteer under the age of 18 can use power tools.
- All volunteers must wear closed-toe shoes, gloves, eye protection, and earplugs (for power tools).
- Those volunteers wishing to operate tools listed in the Advanced Volunteer section must undergo training.
- Volunteers with professional gardening experience may provide a copy of their license certificate to forgo the training component.
- The City does not provide power tools for volunteer use; volunteers must use their own power tools.
- Prohibited Equipment: tractors, backhoes, skid steer loaders, riding mowers, chainsaws, fork lifts, wood chippers, boom & scissor lifts, and backpack, hand-held or truck-mounted pesticide application sprayer or spreader.

Basic Volunteer

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<thead>
<tr>
<th>TOOL</th>
<th>TRAINING LEVEL</th>
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<tbody>
<tr>
<td>Age 10 and Over</td>
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<tr>
<td>Shovels</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Hoes</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Brooms &amp; rakes</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Litter stick and bucket</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Wheelbarrows</td>
<td>On-site demonstration of safe use</td>
</tr>
<tr>
<td>Basic hand tools (wrenches, hammers, screwdrivers)</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Age 14 and Over</td>
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<tr>
<td>Palm Sanders</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Loppers</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Hand shears</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Pitchfork</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Mtd lod – also known as Fire rake</td>
<td>On-site demonstration of safe use</td>
</tr>
<tr>
<td>Digging (breaker) bar</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Foot hole digger (manual)</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Stake pounder</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>18 and Over</td>
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<tr>
<td>Pick</td>
<td>On-site demonstration of safe use</td>
</tr>
<tr>
<td>Wood whip</td>
<td>On-site demonstration of safe use</td>
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<tr>
<td>Turf roller</td>
<td>On-site demonstration of safe use</td>
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Advanced Volunteer

<table>
<thead>
<tr>
<th>TOOL – 18 and Over</th>
<th>TRAINING LEVEL</th>
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<tbody>
<tr>
<td>Power drill</td>
<td>Completion of required training</td>
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<tr>
<td>Line trimmer (weed wacker)</td>
<td>Completion of required training</td>
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<tr>
<td>Leaf Blower - hand-held</td>
<td>Completion of required training</td>
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<tr>
<td>Leaf blower - backpack</td>
<td>Completion of required training</td>
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<tr>
<td>Cold water pressure washer</td>
<td>Completion of required training</td>
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<tr>
<td>Pond vacuum</td>
<td>Completion of required training</td>
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<tr>
<td>Power hedge trimmer</td>
<td>Completion of required training</td>
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<tr>
<td>Walk behind mower</td>
<td>Completion of required training</td>
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<tr>
<td>Power sander</td>
<td>Completion of required training</td>
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<tr>
<td>Edger</td>
<td>Completion of required training</td>
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<tr>
<td>Power post hole digger</td>
<td>Completion of required training</td>
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Certificate of Power Tool Training Completion

Volunteer Information
Name ____________________________________________  E-mail ________________________________

Volunteer application on file (required) □ Yes

<table>
<thead>
<tr>
<th>TOOL</th>
<th>DATE OF TRAINING</th>
<th>NAME OF TRAINER (Please print)</th>
<th>INITIALS</th>
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</thead>
<tbody>
<tr>
<td>Power drill</td>
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<tr>
<td>Line trimmer (weed whacker)</td>
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<tr>
<td>Leaf blower - hand-held</td>
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<tr>
<td>Leaf blower - backpack</td>
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<tr>
<td>Cold water pressure washer</td>
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<td>Pond vacuum</td>
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<tr>
<td>Power hedge trimmer</td>
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<td>Walk behind mower</td>
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<tr>
<td>Power sander</td>
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<td>Edger</td>
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<tr>
<td>Power post hole digger</td>
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</table>

Safety Checklist Required for Use of Power Equipment
Closed Toe Shoes ___  Eye Protection ___  Earplugs ___  Gloves ___

Agreement and Signature
I, individually and on behalf of my heirs, successors and assigns, do hereby release, waive, discharge and relinquish City of Santa Rosa and its officers, employees, and agents from any liability, loss, damage, claim, demand or cause of action for personal injury, property damage or death against them arising from or attributable to my participation in the volunteer activity, whether same shall arise by their negligence or otherwise. I understand that during the course and scope of my volunteer services to the City, I will be covered under the City’s Workers’ Compensation self-insurance. I also understand that working with power tools may involve additional risk of injury. I waive any other right or remedy that I may have available to me for any injuries incurred (including injuries arising out of the City’s negligence) during my volunteer service.

I also understand that I requested and voluntarily accepted this training. I further understand that I am solely responsible for ensuring the safe condition and the safe use of the equipment, and the appropriateness of the equipment for the volunteer services to be performed.

Volunteer signature __________________________  Date ____________

City of Santa Rosa Staff Signature
Staff signature __________________________  Date ____________

08/2016