

Cemetery Volunteer Program

A volunteer program to benefit El Dorado County Cemeteries

El Dorado County Cemetery Administration
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El Dorado County's Cemetery Volunteer Program is a volunteer partnership between El Dorado County Cemetery Administration and community volunteers of all ages and backgrounds to help maintain and improve cemeteries located in El Dorado County. The Program works under the auspices of Cemetery Administration to complete maintenance identified by the public, volunteers, community groups, and the Board of Supervisors.

CONTENTS

- I. Cemetery Volunteer Program Guidelines
- II. Responsibilities of Volunteers
- III. Cemetery Assignments – Maintenance
- IV. Safety Requirements
- V. General Requirements

Attachments

- Authorization Agreement
- Release, Hold Harmless and Agreement Not to Sue
- Minor Authorization Form

Prepared by: Cemetery Administration

CEMETERY VOLUNTEER PROGRAM

I. Cemetery Volunteer Program Guidelines - Steps for Success!

- A. Read carefully through the Cemetery Volunteer Program information enclosed in this packet.
- B. Contact El Dorado County Cemetery Administration with any questions and to discuss possible assignments and scheduled volunteer days.
- C. Cemetery “walk about orientation” with Cemetery Administration will be provided on the date and time the Volunteer Day is scheduled. All forms must be submitted five (5) days prior to your “walk about orientation” by email to cemeteryops@edcgov.us or hand delivered to Cemetery Administration, [3000 Fairlane Court, Ste. 3, Placerville](#).
- D. All adult participants must sign and submit the *Release, Hold Harmless and Agreement Not to Sue* form to Cemetery Administration prior to the commencement of any work. For volunteers ages 16 and 17, a parent or guardian must complete the *Minor Authorization Form*.

II. Responsibilities of Volunteers

- A. The Volunteer will provide labor and authorized tools and equipment (see Section III), as necessary to perform the work; all tools and equipment are the responsibility of the Volunteer.
- B. All volunteers must follow and abide by the cemetery assignment maintenance guidelines (Section III) and safety requirements (Section IV) at all times.
- C. No work may commence until the walk about orientation has been provided by Cemetery Administration the day of the assignment.
- D. The Volunteer shall keep a copy of their approved *Authorization Agreement* which will be handed out on site before work commences.
- E. The County shall not reimburse any individual for incidental expenses.
- F. Medical and liability claims under this agreement are subject to evaluation by the County’s Risk Management Division.
- G. The County will not provide transportation to and from the work site.
- H. Any repairs or improvements constructed under this agreement will become the property of El Dorado County.
- I. Participation in the Cemetery Volunteer Program does not give the Volunteer greater access to the cemetery than that available to the general public, except as needed to complete the assignment.

III. Cemetery Assignments – Maintenance

- A. Individual cemeteries or sections within cemeteries may need ongoing maintenance. Each cemetery is unique and may have maintenance requirements specific to that cemetery. Maintenance assignments may include:
 1. Picking up garbage, debris, twigs, and leaves.
 2. Removing temporary graveside ornamentation, if damaged, dilapidated, or deteriorated.
 3. Mowing grass and trimming weeds, cutting back brush and small tree limbs.
 4. Caring for established plants, trees, and heritage plantings.
- B. Cemetery Administration may approve the use of gas-powered or electric weed

trimmers and lawnmowers. This use may be restricted depending on the time of year and weather conditions. In all cases, this use would require authorization by Cemetery Administration prior to work being done at the walk about orientation.

- C. Cemetery Administration will be onsite for six (6) hours to supervise a Volunteer Day. Two (2) to three (3) hour shifts are requested per Volunteer.

IV. Safety Requirements

- A. Wear appropriate personal protection equipment, such as gloves, safety glasses, sturdy footwear and particulate masks (if needed).
- B. Have at least one cell phone and a first-aid kit on site at all times.
- C. Wear bright colors for high visibility.
- D. Dress appropriately for the weather and conditions, and use sunscreen, if needed.
- E. Stay hydrated; bring adequate water to the project site. Please note that alcohol and illegal drugs are not allowed in public cemeteries or on County property.
- F. Be considerate of cemetery visitors and family members at grave sites.
- G. Report any unexpected problems or concerns, such as dumping of trash or hazardous substances, erosion, fallen trees, etc. to Cemetery Administration as soon as possible.
- H. Report all accidents or injuries to onsite Cemetery Administration Supervisor as soon as possible.
- I. There are no land line telephones in El Dorado County cemeteries; in the event of an emergency, to summon help from the local emergency dispatcher, use a cell phone to call 911.
- J. Please use common sense when working in a cemetery.
- K. A porta potty and portable hand wash station will be onsite the day of the scheduled Volunteer Day.

V. General Requirements

- A. The completed **Authorization Agreement, Minor Authorization Form**, if applicable, and **Release, Hold Harmless and Agreement Not to Sue form** must be submitted to Cemetery Administration five (5) days prior to the commencement of any work. Cemetery Administration will contact the number listed on the Agreement if there are any questions or missing information and to confirm the volunteer date, location, and time scheduled.
- B. The **Release, Hold Harmless and Agreement Not to Sue form** is effective for the scheduled workday listed on the approved **Authorization Agreement**.
- C. The County may terminate the **Authorization Agreement** at any time based on performance and reporting requirements by verbal request to the contact person listed on the **Authorization Agreement**.

CEMETERY VOLUNTEER PROGRAM Authorization Agreement

Volunteer Information:

Name	Age	
Address, City, State Zip Code	Phone	Email

TO BE FILLED OUT BY CEMETERY ADMINISTRATION:

Cemetery:	Address:
Scheduled Work Date:	Start Time: End Time:

Indemnity: The Cemetery Volunteer shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name and description, including attorney's fees and costs incurred, brought for, on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Volunteer's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Volunteer or any participant, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of the Volunteer to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

County Authorization:

In consideration of the County's authorization of the above-referenced assignment, the Volunteer declares that the Volunteer fully understands, acknowledges, and agrees to the foregoing terms and conditions. The Volunteer certifies that the information provided is true and correct to the best of Volunteer's knowledge.

I hereby sign and agree with the safety guidelines and responsibilities of the Cemetery Volunteer Program. As a volunteer, I agree not to alter the present landscape in the cemetery, unless approved by Cemetery Administration.

Volunteer (please print) _____
Signature of Volunteer _____
Date

Authorization is not granted until signed by an authorized El Dorado County Official.

Cemetery Administration _____
Date

CEMETERY VOLUNTEER PROGRAM
Release, Hold Harmless and Agreement Not to Sue
(To be read and signed by each participating volunteer)

I, the undersigned, fully understand that my voluntary participation in the El Dorado County Cemetery Volunteer Program exposes me to the risk of personal injury, death or damage to personal property. I hereby acknowledge that I am voluntarily participating in this program and agree to assume any such risks.

I hereby release, discharge and agree not to sue El Dorado County, their officers, agents and employees, for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the program from whatever cause, including the active or passive negligence of El Dorado County, their officers, agents and employees, or any other participants in the program.

In consideration for being permitted to participate in the program, I hereby agree for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless El Dorado County, their officers, agents and employees, from any and all claims, demands, actions or suits arising out of or in connection with my participation in the program.

Work in this program may involve risks and hazards associated with the following: the use of tools and other construction related equipment; working around other participants who may not be accustomed to the type of labor or the tools and equipment associated with it; working in remote areas; working in mountainous, back country, or other urban or rural terrain that may be uneven, rocky and otherwise hazardous, or where animals, reptiles, insects and other living things may pose a risk of injury; and other risks and hazards that may not be described here or may not be apparent from the project description.

County does not make any representation regarding the background, safety or experience of any of the volunteers who may work on this project, including any persons or operators who have assumed a supervisory role.

Name		
Home Phone	Cell Phone	Email
Street Address, City, State, Zip Code		

EMERGENCY CONTACT (REQUIRED)

Name	Home Phone	Cell Phone
Street Address, City, State, Zip Code		

I have carefully read this Release, Hold Harmless and Agreement Not to Sue, and fully understand its contents. I am aware that it is a full release of all liability, and I sign it of my own free will.

Signature of Volunteer	Date
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CEMETERY VOLUNTEER PROGRAM

Minor Authorization Form

*(To be completed for each and every participating volunteer under the age of 18.
Participating minors must at least 16 years old.)*

The undersigned represents that as a parent or guardian, I have the legal right to sign documents for the minor herein and I am authorized by law to do so.

I hereby grant permission for _____,
age _____, to serve as a volunteer for the County of El Dorado.

I understand that the rights and responsibilities of the above-named volunteer and of the County are outlined in the Cemetery Volunteer Program guidelines, and that I have explained these expectations to the above-named minor.

Signature of Parent/Guardian

Date

Primary Emergency Contact (Required)

Name of Parent/Guardian		Relationship to Minor	
Home Phone	Cell Phone		Work Phone
Street Address, City, State, Zip Code			

Secondary Emergency Contact

Name of Adult		Relationship to Minor	
Home Phone	Cell Phone		Work Phone
Street Address, City, State, Zip Code			

Executed and submitted herewith on behalf of the minor is a *Release, Hold Harmless and Agreement Not to Sue* signed by the Parent/Guardian.