

*Gregory H. Post, Supervisor  
Daniel G. Underhill, Deputy  
Supervisor  
Patti Michalak, Councilwoman  
Sharon White, Councilwoman  
Chad Zambito, Councilman*



*Teressa M. Morasco, Town Clerk  
Thomas Lichtenhal, Highway. Supt.  
Michael Cleveland, Town Justice  
Thomas Williams, Town Justice*

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## **FOR-PROFIT and NOT-FOR-PROFIT Community Service Project Application Procedures**

- Complete and return the Community Service Project Application, along with proof of liability insurance to Town of Batavia Town Clerk's office
- Town Engineer will review and notify applicant of items required
- Town Engineer will make recommendation of pre-approval to Town Board
- Town Board will consider approval at the monthly Town Board meeting (meeting is the 3<sup>rd</sup> Wednesday of each month)
- Town Engineer will coordinate the project with Organization Representative

This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found on-line at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-0992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

**TOWN OF BATAVIA  
FOR-PROFIT AND NOT-FOR-PROFIT ORGANIZATIONS  
COMMUNITY SERVICE PROJECT VOLUNTEER SERVICE APPLICATION**

Thank you for your interest in volunteering with the Town of Batavia! Please fill out the form below to submit a request for a group volunteer opportunity with us.

**Organization Contact Information**

- Name of Organization \_\_\_\_\_
- Organization Representative Contact Name \_\_\_\_\_
- Address \_\_\_\_\_
- \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
- In case of emergency notify: \_\_\_\_\_

• **Organization Information**

- Number of Participants \_\_\_\_\_
- Has your organization volunteered with us before? \_\_\_\_\_

**Organization Interests and Skills**

- Our organization is interested in volunteering with the following project(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Tell us about any special skills or qualifications of your organization. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What skills or abilities would your organization most like to share with the Town of Batavia?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Our Organization may be able to provide materials, supplies, or funding to support our project (*not required for consideration*) \_\_\_\_\_ Yes \_\_\_\_\_ No

- **Requested Service Dates**

What dates and times would your organization like to volunteer?

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**VOLUNTEER AGREEMENT AND AUTHORIZATION**

1. I agree to conform to the municipality's rules and regulations to the best of my ability.
2. I agree to participate in orientation and training.
3. I understand that a criminal record and Department of Motor Vehicles check may be made.
4. I acknowledge that our organization has completed appropriate background checks and vetting of our volunteers.
5. I agree to provide a Certificate of General Liability Insurance to the Town in an amount not less than \$1million. Naming the Town of Batavia as an additional insured on a primary and non-contributory basis.
6. I and said organization hereby covenant and agree to defend, indemnify and hold harmless the Town of Batavia from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law.

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Name of Organization

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Date

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Signature of Organization's Representative

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Town Engineer Pre-Approval Signature

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Date

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Town Board Final Approval Signature

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Date