



LASSEN COUNTY FAIR
195 Russell Avenue
Susanville, CA 96130
Phone (530) 251-8900

Date: April 9, 2026
To: Lassen County Board of Supervisors
From: Bill Payer, Manager *BP*
Re: Volunteer Application, Waiver, and Policy

Discussion:

Attached for your review and consideration are the proposed Volunteer Application, Volunteer Waiver and Volunteer Policy for the Lassen County Fairgrounds.

History: Historically the Fair has relied heavily on volunteer labor and support however there has been no Volunteer Application, Waiver or Policy specific to the Fair and Fairgrounds Facility. It is anticipated that the Fair will continue to rely on volunteers in the future. Development and use of these documents will help to define the roles of a volunteer and allow the tracking of volunteer participation for reporting purposes.

Desired Action:

Approve and Adopt Volunteer Application, Volunteer Policy and Volunteer Waiver.

Fiscal Impact:

None.

The Lassen County Fair Volunteer Application

Volunteer's Name: _____ Date: _____
Last First Middle

Address: _____ State: _____ Zip Code: _____

Home Phone: _____ Best time: _____

Emergency Contact: _____ Phone: _____

_____ I will assist wherever the need is greatest

_____ I need _____ hour(s) to fulfill my community hours commitment for (agency).

AVAILABILITY:

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start							
End							

I would like to volunteer in the following area(s):

VOLUNTEER STATEMENT

I understand that The Lassen County Fair utilizes volunteers in the conduct of its various programs. It is my desire to further the work of The Lassen County Fair by performing services as a volunteer for The Lassen County Fair and its programs. I do not expect to receive wages or any other type of compensation for my work.

I acknowledge that I am not acting as an employee of The Lassen County Fair. As a "volunteer" I realize that I have no legal claims for minimum wages, overtime, premium, unemployment compensation, or other provisions of law for "employees". Rather it is my desire to help The Lassen County Fair accomplish its mission.

Date: _____ Volunteer Signature: _____

Date: _____ Interviewer Signature: _____

LASSEN COUNTY FAIR

VOLUNTEER RELEASE AND WAIVER of LIABILITY

Important: All VOLUNTEERS who serve with The Lassen County Fair must have a signed Waiver of Liability on file. Please complete the following form and return this form to The Lassen County Fair. Please print legibly. PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

Release and Waiver of Liability (the "Release") executed on this DATE: _____ by _____ (the "Volunteer") in favor of The Lassen County Fair and the County of Lassen, California, its members, trustees, directors, officers, employees, volunteers, and agents (collectively, "The Lassen County Fair and the County of Lassen, California").

I, The Volunteer, desire to volunteer with The Lassen County Fair to provide volunteer support and services through The Lassen County Fair Programs. I understand that the activities may include, but are not limited to, travel to and from meetings and events; transportation in commercial and Lassen County Fair and the County of Lassen, California-owned vehicles; moving and lifting heavy objects; cooking and serving food; and working and inhabiting environments where I may be exposed to infectious diseases or that may be without power, or sanitation.

I hereby freely and voluntarily, without duress, execute the Release under the following terms:

1. Waiver and Release. I, the Volunteer, release and forever discharge and hold harmless The Lassen County Fair and the County of Lassen, California, from any claim or liability that I, the Volunteer, may have against The Lassen County Fair and the County of Lassen, California, with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my participation in serving with The Lassen County Fair and the County of Lassen, California. I also understand that The Lassen County Fair and the County of Lassen, California, does not assume any responsibility or obligation to provide financial or other assistance, including, but not limited to medical, health, or disability insurance, in the event of injury, illness, death or property damage (see insurance requirements below).
- 2 Insurance. The Lassen County Fair and the County of Lassen, California, does not carry or maintain, and expressly disclaims responsibility for providing any health, medical, disability, or unemployment insurance coverage for the Volunteer. EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO CARRY PERSONAL HEALTH INSURANCE AND OTHER PERSONAL INSURANCE COVERAGE PRIOR TO REGISTERING AS A VOLUNTEER of The Lassen County Fair and the County of Lassen, California.

- 3 Medical Treatment. Except as otherwise agreed to by The Lassen County Fair and the County of Lassen, California, in writing, I hereby release and forever discharge The Lassen County Fair and the County of Lassen, California, from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered to me by The Lassen County Fair and the County of Lassen, California, personnel in connection with an emergency that occurs in performing volunteer services with The Lassen County Fair and the County of Lassen, California,.
- 4 Assumption of Risk. I understand that my time with The Lassen County Fair and the County of Lassen, California, may include activities that may be hazardous to me, including, but not limited to, cooking and food preparation activities, loading and unloading of heavy equipment and materials, transportation to and from events, working in situations where I might be exposed to infectious diseases, including, but not limited to COVID- 19 or SARSCOV-2. I recognize and understand that my time with The Lassen County Fair and the County of Lassen, California, may, in some situations, involve inherently dangerous activities. I hereby expressly and specifically assume the risk of injury or harm in these activities and release The Lassen County Fair and the County of Lassen, California, from all liability for injury, illness, death, or property damage resulting from the activities of my volunteer service with The Lassen County Fair and the County of Lassen, California.
- 5 Photographic Release. I grant and convey unto The Lassen County Fair and the County of Lassen, California, all right, title, and interest in any and all photographic images and video or audio recordings made by The Lassen County Fair and the County of Lassen, California, during my volunteer service for The Lassen County Fair and the County of Lassen, California, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

To express my understanding of this Release I sign here with a witness.

Volunteer (please print): _____

Signature: _____ Date: _____

Witness Name (please print): _____

Witness Signature: _____ Date : _____



County of Lassen, Lassen County Fair Volunteer Policies and Procedures

ORIENTATION AND TRAINING:

The volunteer position supervisor will provide a general orientation to The Lassen County Fair and training specific to the job they will be doing.

NOTIFICATION OF ABSENCE:

Please contact us as soon as possible if you cannot fulfill your volunteer service for any reason, such as illness, scheduling conflict, etc.

VOLUNTEER HOURS:

When you arrive, check in with your supervisor so they know you have come. Document the time you arrived by signing in, and when you are done for the day, sign out so that we can keep track of your volunteer hours.

MEETINGS:

Regular meetings will occur for staff and volunteers to plan and review the operations. Attendance of these meetings is critical to the office's and its programs' success.

VALUABLES:

Please avoid bringing valuables, as The Lassen County Fair cannot be responsible for any damage or loss. Discuss safe storage with your supervisor if you need to carry a purse (etc.).

CONFIDENTIALITY:

Confidentiality is guaranteed to our donors, and volunteers. Donors' needs, concerns, and financial status are not open to discussion with anyone other than the appropriate staff member. Volunteer applications, evaluations, and additional information will also be confidential.

NON-DISCRIMINATION POLICY:

The Lassen County Fair policy is that there will be no discrimination or harassment in its programs, activities, or employment. Paid staff and volunteers need to treat people with dignity and respect.

LASSEN COUNTY FAIR REPRESENTATION:

All actions or statements that reflect on, cause obligation to, or affect financially, The Lassen County Fair, must have prior approval from agency staff. These may include but are not limited to lobbying the government or other organizations, making statements to the press, signing contracts, or assuming financial obligations.

MONEY:

A Lassen County Fair volunteer, acting in an official capacity, shall not take any action that would result in the volunteer's financial benefit. They will not ask for or receive for themselves or a member of their household, directly or indirectly, any sums of money or gifts from The Lassen County Fair.

ACCIDENTS AND INSURANCE COVERAGE:

You are important to us, and we strive to keep everyone's environment safe. However, if an incident occurs involving visitors, staff, or you in a volunteer capacity, report all the information to your supervisor immediately.

VEHICLE USE:

Volunteer positions that require a Lassen County Fair vehicle must complete a motor vehicle report check, proof of a valid driver's license, and training. You must show proof of insurance if you use your vehicle for Lassen County Fair purposes.

DRUG AND ALCOHOL USE:

Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties.

SMOKING:

Smoking is prohibited in any of The Lassen County Fair facilities. Please ask your supervisor if there is a designated smoking area.

PROHIBITED WEAPONS:

The Lassen County Fair policy prohibits all persons (including employees, volunteers, customers, invitees, guests, or other visitors) from carrying a banned weapon onto Lassen County Fair property, regardless of whether they are licensed to have it. Prohibited weapons include any form of firearm, explosive device, or other device considered to be a weapon.

THEFT:

The supervisor should be made aware of any theft or pilferage of cash or merchandise by a volunteer, or paid staff member. Losses of this type affect our ability to deliver services. Theft is cause for immediate dismissal.

CHILDREN:

Children are welcome to volunteer with you for some volunteer positions. There are other volunteer positions where children are not allowed for safety reasons. Please check with your supervisor before

volunteering about bringing children along with you. If you have children, they must remain under your supervision. They must abide by the same standards that we have for adult volunteers.

DRESS:

We ask that volunteers be respectful in dress and not wear attire that might be offensive. Please ask your supervisor if you have any questions about appropriate dress.

RECOGNITION:

As a volunteer, you can be acknowledged and appreciated for your valuable contribution to The Lassen County Fair.

REFERENCES:

References are always gladly provided for volunteers upon request. Position descriptions, sign-in sheets, and time cards are tools for preparing references.

USE OF FACILITY:

Volunteers may have access to the facility and its equipment. Usage of technological equipment, such as computers, the Internet, fax machines, copy machines, and printers, is limited to those who have the training to use the equipment. The equipment is to fulfill your volunteer duties and not for personal use unless your supervisor permits you.

RESIGNATION:

Volunteers are requested to notify their supervisor two weeks before leaving when at all possible. The staff appreciates your time, talents, and interests and understands that changes will occur.

DISMISSAL:

The dismissal of a volunteer is a serious consideration. A meeting between staff and the volunteer will occur before discharge to resolve the issue. Release of a volunteer may arise if a volunteer is unreliable, irresponsible, disruptive, demonstrating inappropriate behavior, or failing to adhere to the policies and procedures of The Lassen County Fair and its programs.

GRIEVANCE PROCEDURE:

Volunteers dismissed from their volunteer position may appeal the decision. Such appeal must be in writing to the Lassen County Board of Supervisors and received within ten working days of receiving notice of their dismissal. The written appeal outlines why the volunteer feels the decision was in error and any other pertinent information that may prove helpful in reviewing the dismissal. The Lassen County Board of Supervisors will determine the steps necessary to review the decision to dismiss and decide if the decision to dismiss will stand. The Lassen County Fair Manager or another county representative will contact the volunteer with the final decision.

ADDITIONAL POLICIES AND PROCEDURES:

These may be in place for specific programs. Your supervisor will notify you of policies you must know for your volunteer opportunity.

I understand and agree with the above volunteer policies and procedures.

Signature of Volunteer

Signature of Lassen County Representative

Date