



# Saw Creek Estates Community Association, Inc. Committee & Volunteer Application

For Office Use Only

Received: \_\_\_\_\_  
HO Standing: \_\_\_\_\_  
Database: \_\_\_\_\_  
C/C Contact Date: \_\_\_\_\_  
C/C Initials: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Are you the deeded owner? ☐ Yes ☐ No Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Please sign waiver on the back page  
Emergency Contact Phone: \_\_\_\_\_

## Committees

### WE NEED YOUR SUPPORT AND TIME

The committee base of any community is the most important advisory body which provides the board with support for the making of policies, setting community direction and confirming community needs. These are a list of our committees: **Appeals, Beautification, Building & Architectural, Finance, Nominations, Public Information, Recreation (PA Child Abuse Clearance & Criminal History from the Pennsylvania State Police), Rules, and Safety.** Please make your choice on the line provided.

Which committee are you interested in? \_\_\_\_\_

*(if interested in more than one committee, please fill out a form for each committee you are interested in)*

What contributions can you make to this committee?

## Volunteer Interest

### WE NEED YOUR HELP!

If you are not interested in joining a committee, but would like to volunteer, please list your availability in the boxes provided.

Weekdays			
Mon	Tue	Wed	Thu

Weekends		
Fri	Sat	Sun

Please list your volunteer interests in the space below

## CONFIDENTIALITY ACKNOWLEDGEMENT

As a volunteer and/or committee member you may from time to time be privy to personal information regarding specific homeowners, staff, other volunteers and or committee members, and board members and or issues not generally available to the homeowners at large. It is your responsibility to maintain strict confidentiality with respect to this information. To the extent this policy is violated, I understand I could be removed from my position and further could be liable to the extent such information proves libelous to the individual in question or SCECA.

## LIABILITY DISCLAIMER

I understand that volunteer services are given freely and without pay; Volunteers are not employees of Saw Creek Estates Community Association, Inc.

Volunteers also acknowledge that no volunteer work is mandatory, and they may opt out at any time. Although every effort is taken to ensure the safety of volunteers, Saw Creek Estates Community Association, Inc. is not responsible for and can not compensate for injuries that may be obtained while volunteering.

I certify that I have and will provide information throughout the recruitment process, including on this application for volunteering and in interviews with the Saw Creek Estates Community volunteer coordinator that is true, correct, and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for volunteering. I understand that misrepresentations or omissions may be cause for my immediate rejection as a volunteer.

I hereby consent to permit Saw Creek Estates Community volunteer coordinator to contact anyone deemed appropriate to investigate or verify any information provided by me to discuss my suitability for volunteering. This may include background, past performance, education, or related matters. I expressly give my consent to any discussions regarding to foregoing, and I voluntarily and knowingly waive all rights to bring an action of defamation, invasion of privacy, or similar causes of action against anyone providing or seeking such information.

I understand that by signing this waiver Saw Creek Estates Community Association, Inc. has permission to use my image in public relations materials.

Please Sign: \_\_\_\_\_ Date \_\_\_\_\_

If Under 18: Birth Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



## **Committee/Volunteer Application Procedure**

***Effective Date: 2/9/2009, Revised:10 /09/2021***

***Brief Description of Procedure:*** *Saw Creek Estates provides many opportunities for residents to take an active role in serving the community including occasional or one-time volunteer efforts and serving on one of the standing committees. This procedure describes how residents may apply to serve as a volunteer or committee member.*

1. Residents wishing to serve on a committee or volunteer their time to assist in other community activities and events should complete a Committee/Volunteer Application form and submit it to Member Services. Forms are available at the Members Services Office and online at [www.sawcreek.org](http://www.sawcreek.org).
2. Member Services will review the form to ensure that it is filled out completely including if applicant is deeded member, the applicant's correct contact information and volunteer preference(s). In the section of "What contribution can you make to this committee?", the applicant must complete a sentence/paragraph outlining their experience, quality or accomplishments that makes them suitable as a potential member of the particular committee or activity.
  - a. Residents may wish to serve on more than one committee or volunteer to assist in multiple ways. In this case, Member Services will ask the resident to complete separate/individual committee forms identifying the priority of each committee with designated qualifications for the specific committee. Member Services will confirm that the application clearly prioritizes which committees and/or volunteer services the applicant prefers (*i.e. first, second, third preference*).
  - b. Committee members currently serving on two standing committees may also serve on one ad-hoc committee.
  - c. Volunteers completing an application for the Recreation Committee must indicate their agreement to acquire the PA Keep Kids Safe Clearance (form CY113) in accordance with the Child Protective Services Law.
3. After confirming applicant's information and preferences, Member Services will:
  - a. Date the application;
  - b. Verify applicant status (*member standing, relationship of member, domestic partner etc.*) and note it on the form;
  - c. Distribute a copy of the members' application or applications via email to the appropriate Committee Chair(s), Board Liaison(s), and the Board Secretary
  - d. If applicant does not meet any of the requirements for becoming a committee member, Board Secretary is to be notified of applicant's status.
4. The Board Secretary will determine whether there is a vacancy on the chosen committee(s) as well as validate if applicant is a member on another committee or



committees and if the applicant meets the requirements of the SCN Committee Code of Conduct; approved members can only serve on a max of two (2) standing committees. If a vacancy exists, the Board Secretary will verify receipt of the application with the Committee Chairperson or Chairpersons.

5. The Chairperson of the *first and/or second preferred* committee will contact the applicant and discuss the committee's function, meeting schedule and committee member responsibilities. If the preferred committee is full, the Committee Chair will advise the applicant that he/she may either;
  - a. Attend the meetings and participate as a non-voting committee member and/or.
  - b. Consider serving on another committee having a voting member vacancy.
6. The Chairperson will schedule a meeting of the active committee members to review the new member's application and determine if the applicant is a "fit" for the committee:
  - a. Where multiple applications are received and with limited openings, the committee members shall discuss the applicant's qualifications and determine if the applicant or applicants would be a "fit"
  - b. The committee will take a vote of "approve" or "oppose" where an applicant needs to be approved by a quorum of the active members
  - c. The committee's approval or opposition of the applicant should be documented in the committee minutes with minutes forwarded to the Board Secretary
  - d. Board Secretary will present completed applications each month in the executive session for approval by the Board of Directors
  - e. Following a review and determination by the Board of Directors, the Board Secretary shall notify the Committee Chairperson upon approval of an applicant and update all committee records
  - f. The Committee Chair will then notify the new member or members that they have been accepted to serve on the committee
  - g. Board Secretary will forward updated committee listing(s) to the Board, the Committee Chairperson and MSO
7. Upon disapproval of an application, an Executive Director will be appointed to notify the applicant of the Board's decision

**Revision Approved: October 09 , 2021**