

Municipal Volunteer Program



Welcome! We are glad you have stopped in to learn more about the City of Richwood's Municipal Volunteer Program (MVP). The quality of life we enjoy in Richwood is based on the effective and efficient delivery of City services. Citizen involvement is essential in providing the best services. By choosing to volunteer, you will have the opportunity to strengthen our great city by connecting with families, neighbors, and communities through service. Serving others is as easy as planting a garden, reading to a child, or picking up litter. Make a difference in your community!

The focus of the Municipal Volunteer Program (MVP) is to expand and enhance City services through the involvement of volunteers. It is our desire to:

- Increase public awareness of municipal services and operations.
- Support innovative ways of solving community problems through volunteer efforts.
- Allow and enhance citizen participation in City government.
- Assist City departments in strengthening service delivery by using volunteers to complement paid staff.
- Expand level and delivery of public services beyond tax support limitations.

To Start Your Volunteer Search, Follow the Steps Below:

1. Download and complete the application to serve. Complete information is required to process your application.
2. We will be able to best serve you if additional information and interests is provided.
3. Complete and return the DPS Authorization form with your application. Once you have submitted your application to serve and DPS authorization form, please wait to receive a response from the City to begin volunteering. Background checks are required for all volunteers.

You may choose simply to be added to a list a volunteers to serve at City events, without committing to serving on a specific board or commission.

If you have any questions, please call the City Secretary's office at 979-265-2082 between 8 a.m. - 5 p.m., Monday - Friday.



About our Boards and Commissions

Keep Richwood Beautiful Commission

Volunteer to Keep Richwood Beautiful and be a part of planning community events and park improvements! *Teach Them To Care* is our motto and our mission is to engage and embolden our residents to pursue a vibrant and appealing community through environmental stewardship. We work to achieve our goals through partnerships that include government, businesses, and volunteers to address litter prevention, recycling, beautification and general community improvement. This committee also plans a variety of park improvements, as well as events such as Christmas in the Park and Trunk or Treat. The board meets the 1st Tuesday of each month. Below is a list of some of the events throughout the year:

- ❖ Keep Texas Beautiful Annual Conference
- ❖ Christmas Best Decorated Yard Awards
- ❖ Yard of the Month
- ❖ Plan Park Projects
- ❖ Spring and Fall City-wide Clean Ups
- ❖ Easter Egg Hunt
- ❖ Spring/Fall City-Wide Garage Sales
- ❖ All American Night
- ❖ Earth Day Fest
- ❖ Trunk or Treat
- ❖ Community Education Programs
- ❖ Christmas in the Park

Planning and Zoning Commission

The Planning and Zoning Commission is comprised of 6 residents, who serve two year terms. The Planning Commission studies long range needs of the city and is an integral part of creating and maintaining the City's Master Plan. The commission also reviews and makes recommendations regarding plans submitted by developers and subdividers and conducts public hearings as necessary. This board is a recommending body to the City Council.

Charter Review Commission

The Charter Review Commission is comprised of 5 residents appointed in October of even years. The commission reviews the City Charter and makes recommendations of changes, if any, to present to the voters. The commission presents their report to City Council for approval to be placed on the May ballot in odd years. The City Charter can be found on our website www.richwoodtx.gov.

Crime Control & Prevention District

The Richwood Crime Control and Prevention District was created as a special district with the same boundaries as the City and was authorized in 2009 by a vote of the citizens of Richwood. It is funded entirely by a local sales and use tax of 1/4 percent. The district is managed by a seven member board who are appointed by the City Council. Members serve a two year term. The CCPD Board establishes the annual budget and policies, oversees expenditures and evaluates programs funded by the district. The CCPD provides supplemental funding to assist the Richwood Police Department in fighting and preventing crime.

Volunteer Application Form

FOR OFFICE USE

Received Date _____

Thank you for your interest in volunteering with the *City of Richwood!*

The quality of life we enjoy in Richwood is based on the effective and efficient delivery of City services. Citizen involvement is essential in providing the best services. By choosing to volunteer, you will have the opportunity to strengthen our great city by connecting with families, neighbors, and communities through service. Serving others is as easy as planting a garden, reading to a child, or picking up litter. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Personal Details

Name: STEPHEN SCOT MAYER Mr. ☒ Mrs. ☐ Miss. ☐ Ms. ☐

Address: 103 Hummingbird Court, Richwood, Texas 77516

Telephone: (Home) -

(Mobile) 956.793.9057

*E-Mail: STEPHENSCOTMAYER@GMAIL.COM

*Email is the primary form of contact between staff and volunteers. Access to valid email is essential during service as Richwood volunteer.

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: Kimberly Kay Mayer Relationship: Wife

Telephone: (Home) 956.535.8081 (Mobile) -

Equal Opportunities

The City of Richwood is committed to equal opportunities and all volunteer recruitment decisions will be based on merit, suitability for the role and experience. The City of Richwood endorses a working environment free from discrimination and harassment.

The City of Richwood is committed to standards of excellence in Child Protection practices. Where your volunteer role may have direct contact with children, you will be required to complete a DPS Background Check Authorization Form, which will be processed prior to volunteering. In the meantime, please complete the question below.

Have you ever been convicted of a felony offense in the United States or elsewhere?
Yes ☐ No ☒

If yes, please provide details below

Your Skills and Interests

1. Have you ever done any voluntary work before? Yes ☒ No ☐

If you answered yes, please tell us a little about the experience

PLANTED FLAGS, BUILT A COMMUNITY GARDEN, DID TRASH pickup.

2. Why do you want to volunteer now? What has motivated you to get in touch with us?

I RECENTLY LEARNED KRD NEEDED SOMEONE PHYSICALLY ABLE TO PLANT FLAGS DURING CITY SPONSORED EVENTS.

3. Do you have any particular skills or qualities that you could use in your voluntary work?

I AM NOT SCARED OF WORK

4. Are you applying for a specific Board and Commission? Yes ☒ No ☐

If yes, please specify on which Board/Commission you wish to serve.

- ☒ Keep Richwood Beautiful Commission ☐ Planning and Zoning/Board of Adjustments
☐ Crime Control and Prevention ☐ Economic Development
☐ Charter Review Commission (even years)

Please review the duties of the Board and Commission you may be interested in.

5. Is your schedule such that you have the available time to commit to regular and consistent attendance at the meetings of the Board/Commission? Yes ☒ No ☐

6. What kind of voluntary work interests you?

- ☐ Clerical
☒ Event Planning
☒ Master Planning and Development
☒ Project Based Volunteering
☐ Internship at City Hall
☐ Other

7. Do you have a vested interest* in the City of Richwood? (i.e. resident, business owner, property owner, etc) Yes ☒ No ☐

*Note: To be qualified to serve on a board and commission, the applicant must have vested interest in the City of Richwood.