



SUFFIELD COMMUNITY SERVICES DEPARTMENT

Parks & Recreation | Senior Center | Mini-Bus Transportation | Youth Services

Youth Volunteer Inquiry & Participation Policy

Purpose

The purpose of this policy is to encourage youth responsibility, initiative, and professional communication when seeking volunteer opportunities through the Suffield Community Services Department. Volunteer service is intended to help youth develop independence, accountability, communication skills, and civic engagement.

Policy Statement

Youth interested in volunteer opportunities with the Suffield Community Services Department are expected to personally initiate communication regarding volunteer placement, scheduling, and participation.

Parents and guardians are encouraged to support and guide their child through the process; however, volunteer inquiries must come directly from the prospective youth volunteer whenever reasonably possible.

Guidelines

1. Initial Contact

- Students seeking volunteer opportunities must contact the department themselves via email (recreation@suffieldct.gov for all divisions), phone call (860-668-3862 for all), online form (www.suffieldct.gov), or in person (145 Bridge Street).
- Parent or guardian inquiries made on behalf of a capable youth volunteer may be redirected back to the student.

2. Age Considerations

- This policy primarily applies to middle school, high school, and college-aged volunteers.
- Exceptions may be made for younger children or individuals requiring assistance or accommodations.

3. Communication Expectations

- Youth volunteers are expected to:
 - Respond to communications in a timely manner
 - Complete required paperwork
 - Attend any scheduled orientations or trainings
 - Notify staff directly regarding schedule changes or absences

4. Parent/Guardian Role

- Parents and guardians may assist with transportation, scheduling support, and guidance.
- Parents may participate in communications involving safety, medical concerns, or required consent forms.
- Parents should avoid serving as the primary point of contact for routine volunteer matters.

5. Educational Value

- The department views the volunteer process as an opportunity for youth to build:
 - Communication skills
 - Responsibility
 - Professionalism
 - Confidence
 - Community involvement

6. Department Discretion

- The Suffield Community Services Department reserves the right to determine volunteer placement availability, expectations, and appropriateness for each applicant.

Policy Effective: May 13, 2026

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