



*Dear Prospective Club Leader,*



**Welcome!** You are on your way to starting a new Resident Lifestyle activity. Resident Lifestyle Volunteers are leaders of clubs and activity groups, that enhance the social, recreational, educational, emotional and physical lives of your fellow Villagers. Activities include arts & crafts, card & board games, health & wellness, social, clubs, special interest, aquatics, music & performance, sports and more! The request for information is for the Recreation Department to best schedule and manage recreation center operations.



Complete and return the attached forms to the Regional Recreation Center in the area you would like to meet. Your request will be presented to the Recreation Manager-Resident Lifestyles for processing your request.; the Resident Lifestyle staff will contact you. The typical length of time to start a new club is **four to eight weeks**.



The Resident Lifestyle staff will send your Survey Request to the Recreation News, VNN and WVLG to advertise for two weeks. You will be listed as the contact for information; you will receive and tally the responses.



After the survey has run, contact the Resident Lifestyle staff to discuss your results.



Resident Lifestyle staff will research possible meeting days, times, location and within 2 weeks will contact you with options. If in agreement Resident Lifestyle staff will create your initial permit. Start times are offered on the hour and half hour. A room will be scheduled based on availability and expected attendance (subject to change) to meet the needs of the activity and best use of the facility.



Resident Lifestyle staff will then schedule a meeting with you to discuss the club/activity permit, review the Resident Lifestyle Volunteer Guidelines and other important documents.



At your assigned Recreation Center you will meet with a member of the Recreation Staff who will welcome you to their center and arrange your meeting room setup.

**Note:** Resident Lifestyle group requests revolving around any personal for profit operations or gaming in violation of Florida Statutes will not be considered.

# The Villages®

Community Development Districts  
Recreation & Parks



## Recreation Sponsored Facility Use Application/Survey Request Form

Thank you for your interest in volunteering to be the contact for a volunteer group lifestyle activity. Please complete and return this application to the Recreation Services Representative (RSR) any Regional Recreation Center or Recreation Administration Office. You will be contacted by the RSR or Resident Lifestyle Volunteer Staff after the application has been reviewed.

Visit our website at 'www.districtgov.org' to review the Resident Lifestyle Guidelines for room usage.

Date of Application: \_\_\_\_\_

Name of Activity Group: \_\_\_\_\_

Resident Contact Name: \_\_\_\_\_

Resident ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Village: \_\_\_\_\_ Email: \_\_\_\_\_

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

2<sup>nd</sup> Resident Contact Name: \_\_\_\_\_

Resident ID #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Village: \_\_\_\_\_ Email: \_\_\_\_\_

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

### Region Preference (Circle One)

Colony Cottage	750-1935
Fenney	674-8460
La Hacienda	753-1716
Laurel Manor	751-7110
Lake Miona	430-2950
Mulberry Grove	259-6040
Paradise	753-0637
Savannah	750-6084
SeaBreeze	750-2488
Eisenhower	674-8390
Rohan	674-8400

This application will be reviewed as a request and does not guarantee a specific facility, day or time. Permits for room use are issued if approved by a Recreation Manager. Similar activity times will be offered the same day and time as existing activities whenever possible. Please indicate your meeting preferences below and we will try to accommodate your request. *Note: Resident lifestyle group request revolving around any personal for profit operations or gaming in Violation of Florida Statutes will not be considered.*

Activity Level (Circle One):      Basic      Intermediate      Advanced      Practice      N/A

Preferred Day (Circle Any):      SU      M      TU      W      TH      F      S

Preferred Time (Include Hours):    Morning \_\_\_\_\_    Afternoon \_\_\_\_\_    Evening \_\_\_\_\_

Frequency: Twice a Month    Monthly    Quarterly    If Other, Specify: \_\_\_\_\_

Description of Club/Activity: \_\_\_\_\_

*This Section to be completed by the Staff and submitted to the Recreation Manager for Approval*

RSR Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Survey Approval Date: \_\_\_\_\_ Notifying Contact by phone: \_\_\_\_\_

Notes: \_\_\_\_\_

Revised 12-06-13; Revised 11/10/14; Revised 7/20/17

Date of Meeting / Location: \_\_\_\_\_

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**Village Community Development Districts' Recreation Department  
VOLUNTEER INFORMATION SHEET**

*Resident Lifestyle volunteers offer lifestyle services to fellow residents. Your interest to commit your time, talents, skills and energy to other residents enhances the quality of life for your fellow residents.*

**APPLICANT INFORMATION**  
(Print Clearly)

DATE \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**CONTACT IN CASE OF EMERGENCY:**

Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

Relationship to you \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**FACILITY SCHEDULING:**

Total Number of hours per week you can volunteer \_\_\_\_\_

**LIST BELOW THE HOURS YOU ARE AVAILABLE (FROM – TO) EACH DAY:**

DAYS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM							
PM							

**Note:** Due to the role and function of some volunteer related services the recreation department reserves the right to do background checks on volunteers.  
The department will utilize the website <http://offender.fdle.state.fl.us> for this service.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Villages ID # \_\_\_\_\_ Date \_\_\_\_\_



## RECREATION CODE OF CONDUCT

When the Recreation Department undertakes programs and activities, we have certain expectations at our recreation facilities and use of the facilities. We require that since you have applied to use the facilities, you agree to do so within the department rules and regulations that govern same. In addition we require that you will address any/all issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues.

1. The use of obscenity, profanity or vulgarity in any conversations involving participants or department staff will not be tolerated.
2. It is everyone's responsibility to maintain a safe, pleasant and comfortable playing atmosphere.
3. Every individual who participates in this program has the right to be treated with respect. The Golden Rule "Do unto others as you would have them do unto you" prevails.

### OUR CORE VALUES

*WE ARE A BIG COMPANY WITH A SMALL COMPANY FEEL AND FAMILY VALUES. WE BELIEVE THE FOLLOWING VALUES ARE CRITICAL TO OUR SUCCESS. WE STRIVE TO PROMOTE THESE VALUES AND DEMONSTRATE OUR COMMITMENT TO THEM WITH OUR WORDS AND ACTIONS DAILY.*

- **Hospitality**  
*We believe that "the handshake of the host determines the taste of the roast."*
- **Hard Work**  
*We exceed expectations with our effort and results.*
- **Stewardship**  
*We treat The Villages as ours to protect and nourish.*
- **Creativity**  
*We embrace change for the purpose of finding a better way.*

### Proprietary Activities at Recreation Centers

The sale of goods and/or services for profit in District facilities requires specific approval from the Director of Recreation. Resident Lifestyle Volunteer Groups are strictly prohibited from receiving remuneration of any kind in return for their involvement in the Resident Lifestyle Club/Activity. Any Resident Lifestyle Volunteer Group that is operating as a propriety operation during their scheduled meeting time will have the room permit rescinded immediately.

### Acknowledgement

I have read; fully understand the "Recreation Code of Conduct", "Core Values" and Proprietary Activities as outlined above. I also understand that, if at any time I have questions regarding same that I can contact any member of the Recreation Department for assistance.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For questions regarding the Volunteer Application and opportunities or the Recreation Code of Conduct please call Recreation Administration Office at 352-674-1800 or visit our web site at [www.districtgov.org](http://www.districtgov.org).

**The Villages®**  
Community Development Districts  
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***Our Purpose:*** “To provide and preserve the lifestyle in The Villages, Florida’s Friendliest Hometown”

***Our Vision:*** “The Recreation Team, of staff and resident volunteers, will be the leader in changing the concept of Recreation activities in the retirement industry”

***Our Mission:*** “To create and implement excellent recreational opportunities that promotes an active and healthy lifestyle”

## **Resident Lifestyle Volunteer Group Leader**

**Purpose:** To provide leadership to a club or activity that fulfills a social, recreational, educational, emotional or physical need to residents of The Villages.

### **Expectations:**

- Provide the group’s expectations, membership requirements, dues and other fees, etc. to individuals interested in joining their club.
- Resident Lifestyle groups that charge membership dues or fees are required to notify their members, publicize these charges and account for their purpose and use of fees. The responsibility for recording all financial information belongs to the Resident Lifestyle Group.
- The records (membership, by-laws, financial, operating procedures, etc.) of each Resident Lifestyle group shall be open to participating residents upon reasonable notice.
- Abide by the policies and procedures of the Village Community Development Districts and the Resident Lifestyle Volunteer Guidelines.
- Communicate with Recreation Center Manager/Supervisor concerning any issues related to Recreation Center operations.
- Passion for providing leadership in various club and activity functions
- Demonstrate ability to work well with people of diverse backgrounds
- Enthusiasm, dedication, a sense of humor and drive to succeed
- Outstanding interpersonal, organizational and communication skills
- Maintain a warm helpful and friendly attitude
- Expected to be flexible and responsive to change