

# The Villages®

## Recreation & Parks



**Prospective Club Leaders &  
Resident Lifestyle Volunteers**



# The Checklist to Becoming a Sanctioned Resident Lifestyle Club in The Villages® Community

The resident lifestyle groups are what make The Villages community such a unique place, and we are excited to find out more about your group. The checklist below illustrates the few easy steps to get you started on your pathway to becoming an official Resident Lifestyle Volunteer Group and help us get to know you a little better.

- ☐ Complete and return the attached forms to any At Your Service + Recreation Complex (based on where you might like to host your meetings) or at the Recreation Administration Office.



- La Hacienda Recreation Complex | 1200 Avenida Central | 352-753-1716
- SeaBreeze Recreation Complex | 2384 Buena Vista Blvd | 352-750-2488
- Fenney Recreation Complex | 3200 Fenney Way | 352-674-8460
- Ezell Recreation Complex | 769 Marilee Place | 352-674-1860
- Recreation Administration | 984 Old Mill Run | 352-674-1800

*After which the Resident Lifestyle staff will contact you.*

*The typical length of time to start a new club is six to eight weeks.*

- ☐ The Resident Lifestyle staff may send your survey request to be included in the survey section of the Recreation & Parks weekly publication, VNN and WVLG to advertise for two weeks.

*A survey request is to help you and recreation gather information as to the interest in your club.*

*It helps to set expectations for things such as how much space you will need, and an overall feel of the community interest in your group.*

- ☐ After your survey has run, reach out to your Resident Lifestyle staff to discuss your results.
- ☐ Resident Lifestyle staff will research possible meeting days, times, and locations. They will contact you within 2 weeks to go over your options.

*Once everyone is in agreement, your Resident Lifestyle staff will create your initial booking. Start times are offered on the hour and half hour. A room will be scheduled based on availability and expected number in 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 booking, and 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.
- ☐ If your resident lifestyle group would like to create a club logo using The Villages® mark, contact The Villages Marketing team at [TrademarkInfo@TheVillages.com](mailto:TrademarkInfo@TheVillages.com) or call 352-753-6640.

## Note:

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

# Prospective Club Leaders and Resident Lifestyle Volunteers

*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 & more! The request for information is for the Recreation & Parks Department to best schedule and manage recreation center operations.

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## Resident Lifestyle Volunteer Group Leader

In The Villages community, we have a vision to change the concept of recreation activities in the retirement industry, thanks to the efforts of an incredible Recreation Team of staff and resident volunteers. As a Resident Lifestyle Volunteer Group Leader, you will have the chance to create and implement excellent recreational opportunities that promote The Villages' active and healthy lifestyle, for the benefit of you and your community.

*As a group leader, you are to:*

- Provide the group's expectations, membership requirements, dues and other fees, etc. to individuals interested in joining your club.
- Ensure that Resident Lifestyle Groups that charge membership dues or fees notify their members, publicize these charges and account for their purpose and use of fees.  
*Note: The responsibility for recording all financial information belongs to the Resident Lifestyle Group.*
- Ensure that records (membership, by-laws, financial, operating procedures, etc.) of each Resident Lifestyle Group are open to participating residents upon reasonable notice.
- Abide by the policies and procedures of The Villages Community Development Districts and the Resident Lifestyle Volunteer Guidelines.
- Communicate with your Recreation Center Manager/Supervisor concerning any issues related to Recreation Center operations.
- Have a passion for providing leadership in various club and activity functions.
- Demonstrate an ability to work well with people of diverse backgrounds.
- Be enthusiastic, dedicated, have a sense of humor and drive to succeed.
- Practice outstanding interpersonal, organizational and communication skills.
- Maintain a warm, helpful and friendly attitude.
- Be flexible and responsive to change.



## At the Core of The Villages

The Villages is a big company with a small company feel, built on a set of core family values that are reflective throughout every aspect of our community through our daily words and actions. We believe that our commitment to these values is what makes The Villages, Florida's Friendliest Hometown™.

- **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*.

The District Recreation team welcomes you to a world of fun, friendships and learning! Our team of recreation staff is here to help you explore the variety of services and facilities we offer to enhance your active lifestyle in Florida's Friendliest Hometown.

## Recreation Code of Conduct

Recreation is an integral part of the lifestyle of The Villages community, providing our residents with outlets for leisure, exercise, socializing and entertainment. So that our programs and activities remain enjoyable for everyone, it is important that we respect our recreational facilities and fellow residents who utilize them. When you apply to use the facilities, we share with you the recreation code of conduct. If any issues arise we ask that you work towards a resolution, taking advantage of the following mechanisms which are in place to help you with any 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.

## Proprietary Activities at Recreation Centers

Our Resident Lifestyle Clubs and activities are available for the enjoyment and betterment of our community. Resident Lifestyle Volunteer Groups are not compensated for their involvement. Persons or groups wanting to sell goods and/or services for profit in District facilities must request specific approval from the Director of Recreation. Any Resident Lifestyle Volunteer Group that is operating as a proprietary operation during their scheduled meeting time can expect their room booking to be rescinded immediately.

## Storage

Due to the popularity and volume of activities by our Resident Lifestyle Volunteer Groups, the Recreation & Parks Department is unable to provide storage for clubs within the recreation facilities, either on a temporary or permanent basis. All items must be brought in and taken out after each meeting.

# Recreation Sponsored Facility Use Application & Survey Request Form

Thank you for your interest in volunteering to be the contact for a Resident Lifestyle Volunteer Group. Please complete and return this application to any At Your Service + Recreation Complex or the Recreation Administration Office. You will be contacted by the Resident Lifestyle Volunteer staff after the application has been reviewed. *Visit our website at [DistrictGov.org](http://DistrictGov.org) to review the Resident Lifestyle Guidelines for room usage.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## REGION PREFERENCE

*Please indicate preference, 1st, 2nd and 3rd*

|                              |              |
|------------------------------|--------------|
| ___ Colony Cottage . . . . . | 352-750-1935 |
| ___ La Hacienda . . . . .    | 352-753-1716 |
| ___ Laurel Manor . . . . .   | 352-751-7110 |
| ___ Lake Miona . . . . .     | 352-430-2950 |
| ___ Mulberry Grove . . . . . | 352-259-6040 |
| ___ Paradise . . . . .       | 352-753-0637 |
| ___ Savannah . . . . .       | 352-750-6084 |
| ___ SeaBreeze . . . . .      | 352-750-2488 |
| ___ Eisenhower . . . . .     | 352-674-8390 |
| ___ Rohan . . . . .          | 352-674-8400 |
| ___ Fenney . . . . .         | 352-674-8460 |
| ___ Everglades . . . . .     | 352-674-8434 |
| ___ Ezell . . . . .          | 352-674-1860 |

This application will be reviewed as a **request** and ***does not guarantee a specific facility, day or time.***

Booking 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 requests revolving around any personal for profit operations or gaming in violation of Florida Statutes will not be considered. Please see storage guidelines on page 3.*

**Activity Level (Check one):** ☐ Basic ☐ Intermediate ☐ Advanced ☐ Practice ☐ N/A

**Preferred Day (Check one or more):** ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

**Preferred Time (Include hours):** Morning: \_\_\_\_\_ Afternoon: \_\_\_\_\_ Evening: \_\_\_\_\_

**Frequency (Check one, or specify):** ☐ Twice a Month ☐ Monthly ☐ Quarterly. If other, please specify: \_\_\_\_\_

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

*This section to be completed by the Staff and submitted to Customer Services Supervisor for approval.*

CSS Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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

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

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

**Prospective Club Leaders & Resident Lifestyle Volunteers**

# Volunteer Application

*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.*

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 : \_\_\_\_\_

## Scheduling:

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

*List below the hours you are available (from - to) each day:*

|    | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|----|--------|---------|-----------|----------|--------|----------|--------|
| AM |        |         |           |          |        |          |        |
| PM |        |         |           |          |        |          |        |

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Resident ID#: \_\_\_\_\_ Date: \_\_\_\_\_

## Acknowledgement

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

*Note: Due to the role and function of some volunteer related services the Recreation & Parks Department reserves the right to conduct background checks on volunteers using [www.offender.fdlc.state.fl.us](http://www.offender.fdlc.state.fl.us).*

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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