



# Volunteer Host Program Guidelines

1. Hosts will receive 5 park buck credits to their account for every one hour of service.
2. Hosts will receive an updated account balance sheet each time a transaction is made.
3. Park Buck credits may be used toward any pre-registered Parks and Recreation class, event, activity or membership. (Park Buck credits can not be used for other City of Wentzville transactions)
4. Front desk staff will have the ability to confirm current balance at the time of registration. They are unable to provide additional information; any discrepancies should be directed to the Recreation Superintendent.
5. Hosts may use their park buck accounts to register by phone for any program that does not require you to be present at the time of registration. (Transfer of credits to another individual, not in your immediate family, requires that you are present at the time of registration to sign the receipt to verify authorization).
6. Park Buck credits do not have an expiration date. Upon resignation from the program, you have 90 days to use Park Bucks. Park Bucks may not be transferred to another individual upon resignation.
7. To receive credit for hours worked, hosts must sign in and out on the program time sheet provided by the Program Supervisor.
8. Volunteers may not register in advance for programs – program needs will be mailed to hosts on a monthly basis.
9. Volunteers must wear a department issued shirt and name tag to all programs.
10. Credits may be donated back to the Parks Department for the scholarship fund program which serves children unable to afford programs.

***For questions or clarifications on program guidelines, please contact Dottie Phillips at 636-332-9236 or [dottiep@wentzvillemo.org](mailto:dottiep@wentzvillemo.org)***