

**City of Los Angeles**  
**Department of Recreation and Parks**  
**VOLUNTEER'S PROOF OF VACCINATION UPDATE GUIDE**

Welcome back Department of Recreation and Parks (RAP) volunteers! Our Department is reopening volunteer activity at locations where it may be done safely. If you are interested in continuing to volunteer at RAP, please see below for the steps to get cleared to volunteer. Please connect with your RAP supervisor, if you have any questions.

**\*\*All volunteers must complete the steps below in order to continue their service.**

- 1.) **Visit [www.laparks.org/volunteerupdate](http://www.laparks.org/volunteerupdate) to complete and submit your *Returning Volunteer Update form*.** This form helps ensure RAP has your accurate contact and emergency contact information. The form also has updated program Waivers and Agreements, including a COVID-19 Acceptance of Risk and Waiver of Liability.
  
- 2.) **Email [laparks.volunteer@lacity.org](mailto:laparks.volunteer@lacity.org) requesting an online video call appointment to show your proof of full vaccination and a valid photo ID.** Human Resources records proof of full COVID-19 vaccination through online video calls. A working webcam/smartphone camera is required.
  - City of Los Angeles Ordinance 187134, COVID-19 Vaccination Requirement, requires proof of COVID-19 vaccination for all current and future City personnel, including volunteers. This mandate extends to all Recreation and Parks (RAP) volunteers. At this time, there is no vaccine exemption policy for RAP volunteers.
  - Do not email your proof of vaccination as we can only accept it via a live video chat. Email is not considered 100% secure and we want to ensure your information is protected.
  - If you are not vaccinated, but want to be, there are many places to get vaccinated for free. Please visit <https://coronavirus.lacity.org> for location options.
  
- 3.) **Once cleared by RAP Human Resources, staff at the Recreation and Parks facility/program you are volunteering will let you know.** Thank you for volunteering!