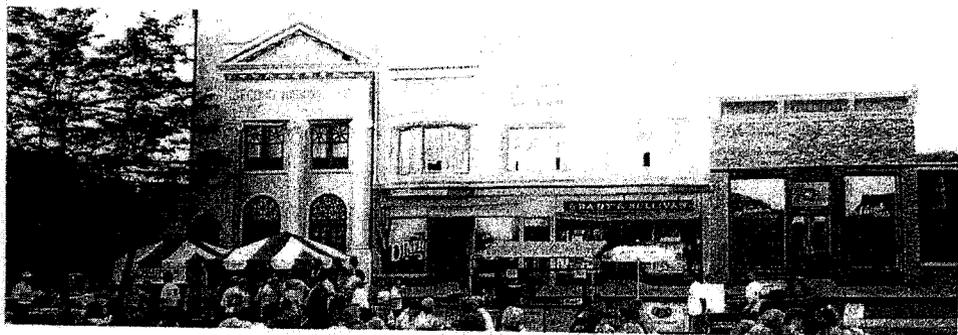


City of Belvidere

citizen  *corps*

July 2002



VOLUNTEER FOR CITIZEN CORPS

VOLUNTEER FOR AMERICA

Principal Participants

- Frederic C. Brereton, Mayor
- Nancy L. H. Laurent, Citizen Corps Coordinator
- Boone County Emergency Management Agency
- Boone County Sheriff's Office
- Belvidere Police Department
- Belvidere Fire Department
- American Red Cross, Rock River Chapter
- ALERTA
- General Mills/Green Giant
- Textron CamCar

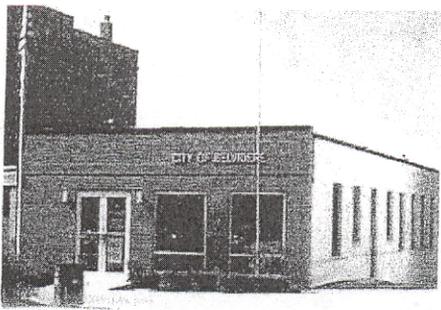


City of Belvidere, Illinois

City of Belvidere

Nancy L. H. Laurent
Citizen Corps Coordinator
119 S. State Street
Belvidere, Illinois 61008-3693

Phone: 815-547-5210
Fax: 815-544-3060
Email: Hrbelvidere@cs.com



Contents:

Mission Goals & Objectives	3
Citizen Corps Kickoff Community Event Pictorial	4
City of Belvidere Experience	5
Volunteer Opportunities	6
Page from City of Belvidere Web Site	7
Insert-Citizen Corps Volunteer Application Form	
Insert-Sample Report from Database	

Mission, Goals, and Objectives

Belvidere Citizen Corps Council

MISSION:

The mission of the Belvidere Citizen Corps Council is to facilitate and train the local citizenry who wish to volunteer 2 years or the equivalent of 4000 hours in a lifetime to the service of others as a result of President Bush's Freedom Corps initiative.

GOALS:

The goal of the Belvidere Citizen Corps Council is to establish the Belvidere Council as the leader in the State of Illinois and to have a pool of trained citizens who will be better informed and better prepared to act quickly and decisively in any type of emergency, not only in our community but be prepared to deploy to other communities of the state, nation, or world if needed.

OBJECTIVES:

The Belvidere Citizen Corps will coordinate with the Emergency Management Agency, the Office of Homeland Security, Belvidere Fire Department, Belvidere and Boone County Law Enforcement agencies, the local chapter of the American Red Cross, the Belvidere Family YMCA, ALERTA, General Mills/Green Giant, Textron Cam-Iar and State Representatives to insure that programs are meaningful and ongoing.

The Citizen Corps Council will build on programs that public safety agencies already have in effect and will work to enhance the Neighborhood Watch program, the Community Emergency Response Teams, and the Volunteers in Police Service programs.

The Citizen Corps Council will work closely with the local chapter of the American Red Cross to establish schedules for CPR training, fire safety training, disaster preparedness and other life saving skills.

The Citizen Corps Council will work with the Emergency Management Agency to train volunteers in emergency response and disaster preparedness techniques.

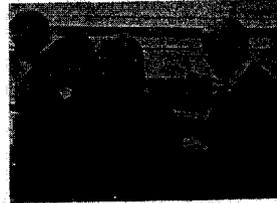
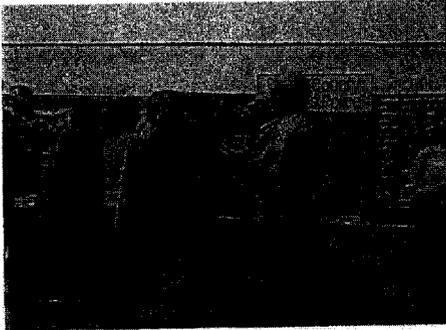
The Citizen Corps Council will work to obtain grant monies from state and federal sources, as well as local businesses in order to remodel a city-owned building as a training facility and may finance some of the costs associated with the programs.

The Citizen Corps Council will work with the local YMCA organization to insure that teens and youth have an opportunity to volunteer and contribute to their community in a meaningful way.

The Mayor will appoint an individual who will be Citizen Corps Coordinator who will work closely with the Mayor in all aspects of the Council and will oversee all administrative aspects of the programs. The Coordinator will establish a database for tracking volunteers, refer volunteers to the appropriate agency, facilitate training and assist in the orientation of the volunteers.

The Citizen Corps Council will hold meetings each month at the outset and then quarterly after June 1, 2002 and will hold a minimum of one (1) community event per year to attract volunteers. These guidelines for meetings will remain in effect until or unless the Council otherwise receives direction from FEMA or the Office of Homeland Security.

**CITIZEN CORPS KICKOFF
COMMUNITY EVENT
MAY 9, 2002**



City of Belvidere Citizen Corps Experience

The day after President Bush delivered his State of the Union Address, we began establishment of the City of Belvidere Citizen Corps. We initially contacted the Rock River Chapter of the American Red Cross, the Boone County Emergency Management Agency, the Boone County Sheriff's Department, the Belvidere Police Department, the Belvidere Fire Department, the Belvidere YMCA, a representative from the local seniors organization, ALERTA, a local Latino organization, (our population is over 20% Latino), and representatives from 2 of our local industries, Pillsbury/Green Giant and Daimler/Chrysler to determine if they were interested in the Citizen Corps concept. Everyone agreed that it was a wonderful concept, so a meeting was planned for February for strategy discussion.

In March we met to plan what would be our mission, goals and objectives and planned a community event to attract volunteers. We held a working luncheon and press conference to announce the establishment of the Citizen Corps and the upcoming community event.

We then began a media blitz in which the Red Cross was instrumental in helping us to obtain an enormous amount of television and radio coverage. We prepared flyers and brochures that were displayed in local businesses to announce and advertise the event. Mayor Brereton taped a Public Service Announcement that was aired on the local cable outlet with numerous showings and he appeared on various radio and television shows to talk about Belvidere Citizen Corps and what we hope to accomplish.

Our event was covered in local newspapers as a community news item and we also paid for a separate advertisement. It was held on May 9, 2002 with what we consider to be a very successful turnout with over 100 people in attendance. We set up the event in convention format with a formal presentation and video at the beginning. Afterwards, the attendees were invited to browse the booths to speak with a representative of the agencies to discuss volunteer opportunities and obtain literature about the agency.

We have established a data base to track the volunteer, much the same as for an employee with days and time available, special certification/licenses, training received, training required, interests, etc. Since the May event, we have signed up 2 cadets in the Explorer Post, scheduled CERT training, begun a regular schedule of CPR training, conducted orientation for Red Cross Programs. The YMCA had 25 Youth Citizen Corps volunteers conduct a car wash and raised \$340 which they donated to the Salvation Army. At the car wash, they distributed the Disaster Preparedness Guide, window decals for the "Drive 25, Keep Kids Alive" campaign and literature for Red Cross programs such as training for baby sitting, CPR, and water safety. The YMCA youth plan to distribute literature to homes this summer about safety, preparedness and other life skills for which citizens can train.

The Police Chief has recruited from this pool of individuals for our Auxiliary Police and is planning to enhance the Community Watch programs already in effect.

We recognized those volunteers who have completed various training programs and the teen programs at a community event by presenting them to the community on a Citizen Corps float at Heritage Day Parade on June 30, 2002.

We plan to refurbish and modernize a training facility with monies from a \$25,000 grant from General Mills/Green Giant. We have also received a donation of a portable deliberator unit from the Textron CamCar Corporation and plan to train individuals in it's use.

We realize that attracting and training volunteers is not an end-all, but is an ongoing project that will require diligence and imagination. We will strive to find new ways to attract new volunteers and make volunteering for the Belvidere Citizen Corps a meaningful experience.

Opportunities for Citizen Corps Volunteers

The following are examples of how citizens can engage in volunteer opportunities that support the efforts of the Citizen Corps. This is by no means an exhaustive list but is intended to give you some ideas for getting involved.

Neighborhood Watch Program

- Arrange for home security inspections by crime prevention officers to identify security vulnerabilities.
- Upgrade locks, security hardware, and lighting
- Train family members to keep valuables secure and lock windows and doors when leaving the house.
- Train family members on identifying suspicious behaviors that could indicate terrorist activity.
- Ask neighbors to watch for suspicious activities when you're on vacation or away from home.
- Organize a block WATCH group to assist children, elderly, and other especially vulnerable persons if they appear to be distressed, in danger or lost.
- Organize meetings with neighborhood groups and trained crime prevention officers to discuss security needs and crime prevention strategies.
- Obtain and study information materials from the National Sheriff's Association, the National Crime Prevention Council, and local law enforcement agencies.

Community Emergency Response Teams (CERT)

- Staff a community education booth at community events
- Identify safety needs and vulnerable individuals in your neighborhood
- Distribute disaster education material in your neighborhood.
- Assist with writing and distribution a CERT newsletter
- Help organize drills, activities, and supplemental training for your team.
- Participate in a speaker's bureau to schools and clubs
- Assist emergency management officials and fire departments with installing smoke alarms and other special projects
- Help with CERT administrative duties by maintaining databases, helping with class registration, and assisting with class logistics.
- Organize recognition activities for volunteers
- After CERT training, assist in evacuation, shelter management, donations management, care of responders at fires or emergencies, mass care of victims from a large event, damage assessment, and perimeter control

Volunteers in Police Service (VIPS)

- Take police reports
- Make follow-up telephone calls to victims
- Conduct fingerprinting
- Engage in crowd/parking control at special events/emergencies
- Participate in patrols of parking lot patrol at special events

Fire Department

- Become a volunteer firefighter or emergency medical services technician
- Offer to help the fire department in fund raising efforts
- Help with correspondence, public outreach, and records management
- Assist the fire department and fire prevention experts with fire prevention and education in your neighborhood, place of business, schools, and community organizations.
- Assist the department with food and water for major fires.

CITIZEN CORPS VOLUNTEER APPLICATION FORM

CITY OF BELVIDERE
119 SOUTH STATE STREET
BELVIDERE, ILLINOIS
PHONE (815) 544-2612, FAX (815) 544-3060

**PLEASE PRINT OR TYPE ALL INFORMATION.
RETURN FORM TO HUMAN RESOURCE DIRECTOR**

DATE		SOCIAL SECURITY NUMBER		TITLE MR. MRS MS (Optional)	
LAST NAME, FIRST NAME, MIDDLE INITIAL					
HOME ADDRESS				CITY	
STATE	ZIP	HOME PHONE	FAX (IF APPLICABLE)		
HOME EMAIL ADDRESS				BUSINESS NAME	
BUSINESS ADDRESS		CITY	STATE	ZIP	BUSINESS FAX
BUSINESS EMAIL ADDRESS					
(OPTIONAL) BIRTH DATE: MO DAY YR			GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
ETHNIC GROUP: <input type="checkbox"/> AFRICAN AMERICAN <input type="checkbox"/> NATIVE AMERICAN/ALASKAN NATIVE					
<input type="checkbox"/> ASIAN/PACIFIC ISLANDER <input type="checkbox"/> HISPANIC <input type="checkbox"/> WHITE, NON-HISPANIC <input type="checkbox"/> OTHER					
Please list skills, talents & abilities					
In what languages are you proficient?					
1.	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Translate		
2.	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Translate		
Emergency Contact: Name			Address		
Emergency Contact Day-time phone			Emergency Contact Night-time phone		
Employer			Your Occupation/Title		
Employers Address			City/State/Zip		
Dates Employed:		From	To		
Have you ever volunteered for the City of Belvidere before? If yes when?					
What position did you hold?					
Please list other volunteer work you have done					
What medical, nursing, EMT, licenses or certifications or other licenses or certifications do you hold?					
Do you have a valid drivers license?					

PLEASE COMPLETE REVERSE OF THIS FORM

According to the Privacy Act of 1974, disclosure of your Social Security Number (SSN) is voluntary. The information you enter on this form is confidential and is for the purpose of records keeping for the City of Belvidere Citizen's Corps Council.

****PLEASE LIST TWO REFERENCES OTHER THAN FAMILY****

NAME	RELATIONSHIP	PHONE
NAME	RELATIONSHIP	PHONE

****PLEASE MARK ALL AREAS OF INTEREST TO YOU****

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Office Support | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Community Policing | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> PR/Marketing | <input type="checkbox"/> Develop Volunteers | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Plan Development | <input type="checkbox"/> Speakers Bureau | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Homeless Shelter |
| <input type="checkbox"/> Date Mgmt | <input type="checkbox"/> Computer Support | <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Short Term Projects |
- Teaching If you are interested in teaching, please circle the items that you would be interested in teaching.

First Aid CPR Water Safety Fire Safety Youth, Fire Safety

Youth, First Aid Other _____

I wish to volunteer for the following organization (s)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Belvidere YMCA | <input type="checkbox"/> ALERTA | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Police Department |
| <input type="checkbox"/> American Red Cross/Rock River Chapter | <input type="checkbox"/> Emergency Management Agency | | |
| <input type="checkbox"/> Belvidere Senior Corps | <input type="checkbox"/> Youth Services (Mentoring Program) | | |
| <input type="checkbox"/> Other _____ | | | |

Assisting at disaster locations:

- | | | |
|---|---|---|
| <input type="checkbox"/> In local community | <input type="checkbox"/> In the State of Illinois | <input type="checkbox"/> In the United States |
|---|---|---|

Other _____

****WHAT TIMES ARE YOU AVAILABLE****

	MON	TUE	WED	THUR	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

Please enter any information that is continued from items above or on the reverse of this form.
Please enter any other information you wish to include with your application

I understand that the above information is voluntarily supplied and is used for City of Belvidere Citizen's Corps Council volunteer placement. I further understand that I am not paid for my services. I acknowledge that all the information I have disclosed herein is true and accurate to the best of my knowledge.

Signature _____

Date _____