



NEW LENOX COMMUNITY PARK DISTRICT VOLUNTEER FORM

Delivery Options:

- ✓ If you chose to submit your application by e-mail or fax, please include a **LEGIBLE** copy of your State ID or Driver's License, then this replica will become the original record on file. **Faxed or Scanned documents will not be accepted without copies of the required documents.**
- ✓ If you are under 18 and do not have a State ID or Driver's License, include a **LEGIBLE** copy of your School ID **AND** a copy of your parent/guardian's State ID or Driver's License.

Mail to:
701 W. Haven Ave.
New Lenox, Illinois 60451

E-mail to:
BusinessServices@newlenoxparks.org

Fax to:
815.462.2590

Please complete form in its entirety!

VOLUNTEER INFORMATION:

FIRST NAME: _____ LAST NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE NUMBER: _____ EMAIL ADDRESS: _____ DATE OF BIRTH: _____

EMERGENCY INFORMATION:

NAME: _____
PHONE NUMBER: _____ RELATIONSHIP: _____

SPECIFIC VOLUNTEER INTEREST (ex: Coaching, Concession Stand, Special Events):

Coaching Flag Football

OTHER AREAS OF INTEREST INCLUDE:

I have never been convicted of or found to be a child sex offender and I certify this statement to be true and correct. True False

VOLUNTEER SIGNATURE: _____ **DATE:** _____

This section for office use only

SUPERVISOR INFORMATION:

DEPARTMENT: Recreation

SUPERVISOR'S SIGNATURE: *Tammy McMahon*

FIRST DATE OF SERVICE: 07/15/2026

**NEW LENOX COMMUNITY PARK DISTRICT
VOLUNTEER/COMMUNITY SERVICE WAIVER**

I, _____ have offered my services as a volunteer to help the New Lenox Community Park District in the following areas: volunteer coach for Flag Football League

I agree to abide by all relevant policies and administrative guidelines while on duty for the duration of the event(s) and/or my volunteer/community service period/session(s) and to attend training and loss prevention seminars that are scheduled from time to time for volunteers/community service. I understand that:

- As a volunteer or while performing community service hours, I am not entitled to any benefits provided to employees.
- The New Lenox Community Park District insurance policy will apply to liability claims that may be made against me for alleged acts while I (am/was) acting in the capacity of a volunteer or while performing community service hours.
- The New Lenox Community Park District Worker's Compensation policy will be responsible for medical costs if I am injured while acting in the capacity of a volunteer or while performing community service hours, that being said insurance will not cover any loss of income of any type nor any disability or impairment claim that I may have.
- By my execution of this waiver, I am releasing and holding harmless, the New Lenox Community Park District from any claims I may have for loss of income or disability on account of my activities as a volunteer.
- For the protection of the individuals who use its facilities, the New Lenox Park District will perform a criminal background check on approved volunteers.

Volunteer's Signature

Volunteers Printed Name

Staff Supervisor: Tammy McMahon Date: 6/1/2026

UNIFORM CONVICTION INFORMATION ACT NAME INQUIRY

(Please see the reverse side for instructions on completing this form)
(All fields marked in BOLD are mandatory)



Transaction Control Number

FRM1130L53668738

Document Control Number

L53668738

Submitting Agency DOJ - F.B.I. (if applicable)

IL

1. Social Security

111-11-1111

* Subject's Last Name

* First Name

* Middle Name

* Date of Birth

* Sex

* Race

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The code values used in the Illinois State Police name search must include valid National Crime Information Center code values for certain fields. These fields include sex codes and race codes. The standard code values for sex codes include "M" for Male, "F" for Female, or "U" for Unknown. The standard code values for race codes include "W" for White (Includes Mexicans and Latino), "B" for Black, "A" for Asian/Pacific Islander, "I" for Ind and Alaska Native, or "U" for Unknown. If your submission contains values other than the standard code values, the search results could be adversely affected.

Social Security Number

111-11-1111

Driver License Number

111-11-1111

DL State

IL

Agency/Company Name

Return Address

Street Address

City

State:

Zip Code:

Foreign State/County

111-11-1111

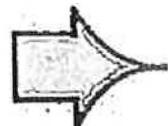
Foreign Postal Code

111-11-1111

Licensing or Employment
Purpose

(Yes)

(No)



* Signature _____

* Date: _____

Please type or print all information.

ILLINOIS STATE POLICE
Information and Technology Command
Bureau of Identification
P O Box 401350
Chicago, Illinois 60640-8130

INSTRUCTIONS FOR COMPLETING CONVICTION INFORMATION REQUEST FORMS

On January 1, 1991, the Uniform Conviction Information Act (UCIA) became law in Illinois. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police, Bureau of Identification, be made available to the public pursuant to 20 ILCS 261.3/1 et seq. The Illinois State Police maintains Illinois criminal history record information only. The UCIA permits only conviction information to be disseminated to the public.

There are two types of Conviction Information Request forms which can be used to request UCIA information. Form ISP 6-1043 (7/93) is to be used to request a fingerprint based search. Form ISP 6-4052 (8/83) is to be used to request a name based search. Each form has a unique transaction control number. Consequently, copies can not be processed. All inquiries must be submitted on an original form. Forms can be obtained by contacting the Illinois State Police at (815) 740-5116. Forms can also be ordered through the Internet by selecting the Criminal History Information - How to Request entry on the Illinois State Police Internet Home Page. Our home page address is <http://www.isp.state.il.us>

Requests for UCIA information are to be made according to the following instructions. Failure to complete all required fields which are marked in bold will result in the return of the request unprocessed. Also, failure to properly complete all required fields on the reverse side of this form resulting in an error, will require an additional fee upon resubmission.

1. The requester must complete a Conviction Information Request form for each conviction record requested. Maiden names must be submitted on a separate form if name is to be searched.
2. Each request must contain the requester's complete return address.
3. Each request form must be accompanied by the correct fee in the form of a personal check, money order or cashier's check payable to the ILLINOIS STATE POLICE. Multiple requests may be submitted in the same envelope with a single check enclosed to cover the total cost for all requests.
4. The individual named in the request may initiate proceedings to challenge or correct a record furnished by the Illinois State Police by contacting the Bureau of Identification at (815) 740-5116.
5. The subsequent dissemination of conviction information furnished by the Illinois State Police is permitted only for the 30-day period immediately following receipt of the information.
6. The subject's complete and accurate name, sex, race and date of birth are required in order to check the Illinois criminal history record files. Without this information, the search of the Illinois criminal history record information files could be severely affected.
7. Please do not include or attach any other correspondence.

IF THE REQUEST IS FOR EMPLOYMENT OR LICENSING PURPOSES, THE FOLLOWING ADDITIONAL INSTRUCTIONS APPLY

8. Pursuant to 20 ILCS 261.7, a requester must maintain on file for a minimum of 3 years a release signed by the individual to whom the information request pertains.
9. The requester must provide the individual named in the request with one of the two copies of the response furnished by the Illinois State Police.
10. Within 7 working days of receipt of such copy, the individual named in the request must notify the Bureau of Identification as well as the requester if the information furnished by the Illinois State Police is inaccurate or incomplete.

*****NOTICE*****

Any person who intentionally and knowingly requests, obtains or seeks to obtain conviction information under false pretenses, disseminates inaccurate or incomplete conviction information or violates any other provisions of 20 ILCS 261.1 may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

PLEASE MAIL THIS FORM TO: ILLINOIS STATE POLICE INFORMATION AND TECHNOLOGY COMMAND BUREAU OF IDENTIFICATION P.O. BOX 401350 CHICAGO, ILLINOIS 60640-8130 PHONE: (815) 740-5116

**New Lenox Community Park District
701 W. Haven Ave.
New Lenox, Illinois 60451
BusinessServices@newlenoxparks.org**



BACKGROUND CHECK RESULTS RELEASE CONSENT FORM

In conjunction with my volunteer work at the New Lenox Community Park District (NLCPD), I _____ (volunteer) consent to the release of my Illinois background check results to any Association(s) affiliated with the NLCPD.

The affiliated Association(s) know that these results must be kept confidential and can only be used in conjunction with the individual's volunteer work with the NLCPD affiliated Association, and are only good for one (1) year from the date of the background check results.

Volunteer Signature: _____ **Date:** _____

Name of Association: _____
Assoc. Representative: _____ **Date:** _____
E-mail Address: _____



Coaches Code of Conduct

- As a coach, I understand I am a role model and will be held accountable to a code of behavior
- Place the emotional and physical well being of the players ahead of a personal desire or external pressure to win
- Do my best to provide a safe playing environment for all children
- Lead by example by demonstrating fair play and sportsmanship to all involved
- Provide a sports environment for my team that is free of drugs, alcohol, tobacco and abusive/inappropriate language
- Respect the game and communicate with league officials in an appropriate manner
- Be knowledgeable of the league rules and regulations
- Encourage team members to play by the rules and respect the rights of other players, coaches, fans, and officials
- Be responsible for my own behavior and also the behavior of my team members, their parents and fans

Failure to comply will result in disciplinary actions being taken to resolve the issue. Actions may include but are not limited to verbal warnings, ejections and/or suspensions. Incidents will be handled how staff deems appropriate based on the severity of the incident.

I have read the Coaches Code of Conduct and understand that it is my responsibility to comply with the code of conduct.

Coaches Name (please print) _____

Coaches Signature _____ Date: _____

Flag Football Coaches Information

Please return completed forms to the Administration Building, 701 W. Haven Ave. or email all forms to
flagfootball@newlenoxparks.org

Date: _____ T-Shirt Size: _____

Coaches First and Last Name: _____

Email _____

Cell Phone: _____ Address: _____

First and Last Name of Player(s) you are coaching: _____

Mark the level you are interested in coaching

Division	Grades	Please select which grade level you would like to coach	Request to coach with (One request accepted)
Tike	K		
Pee-Wee	Grades 1-2		
Boys Youth	Grades 3-4		
Girls Youth	Grades 3-4		
Boys Junior	Grades 5-6		
Girls Junior	Grades 5-6		
Boys Teen	Grades 7-8		
Girls Teen	Grades 7-8		
What days would work best for practice? Please give 3 choices	1)	2)	3)
What time would work best for practice? Please give 3 choices	1)	2)	3)

In 2025, I coached in (circle

league)

Summer Kick Start Soccer

Summer T-Ball Flag Football

Children's Basketball League

Fall Kick Start Soccer

Coaches Signature:

Any Additional Notes for the Recreation Supervisor:

Staff Only:

Volunteer Form attached and submitted to BSD

Date	Staff Initials

Date _____ Staff Initials _____

Volunteer Service Waiver & Coaches Code of Conduct form attached

Date	Staff Initials

Date _____ Staff Initials _____

Background Check and Consent Form attached and submitted to BSD

Date	Staff Initials

Date _____ Staff Initials _____

Coaches Information added to Master Spreadsheet

Date	Staff Initials

Date _____ Staff Initials _____

Put this form in Coaches Binder under Division Tab

Updated: 2/11/2026 TMC	

Bathrooms are not available at all park locations.

	Park	Park notes	Address
Please select 3 locations to have a practice at.	Aerohaven	Open Field; street parking	511 Glenn Dr.
1)	Cherry Hill	Open field behind school	205 Kingston Dr.
2)	Countryview/Royal Meadows	There are two areas to practice - one is street parking	2233 Daniel Lewis Dr.
3)	Crystal Springs	Open area by retention pond, small parking lot	2398 Bluestone Bay Dr.
	Fieldstone	Street parking, open field	115 Wind Crest Ln.
	Freedom	Smaller field behind park. Small parking lot, but street parking available	470 Charleston Dr.
	Haines Wayside Park	Open area with plenty of space for 2 teams. Disc Golf players do play into late fall.	184 Haines Ave.
	Jacob Lowell	Small parking lot. Open field behind pavillion	221 E. Illinois Hwy.
	Neufairfield	Plenty of street parking, room for up to 3 teams to practice	2509 Saddle Ridge Ct.
	Prairie Ridge Park	Large field, plenty of street parking, small parking lot	15881 Pond View St.
	Schoolhouse Manor	Parking lot, several areas for teams	18541 Cornell Dr.
	Sharon's Bay Park	Small parking lot, street parking available. Smaller field area near pond	805 Westwind Dr.
	Stonebridge Park	Limited Parking; must stay on west side	1601 Nelson Road
	Taylor Glen	Street parking, open field	2712 Nothern Lights Way
	Wildflower Park	Nice open field, small parking lot	124 Cherry Hill
	Wildwood	Field area with a smaller parking lot.	605 W. Joliet Hwy.