



## Supervisor's Message

Dear Volunteer:

Welcome!

Waukegan Township is a community service-oriented agency established in 1849. It has a rich history and reputation of outstanding community outreach. Our goal is to enhance the quality of life for all Waukegan Township residents by offering programs which assist residents in gaining and maintaining self-sufficiency and independent living. We thank you and greatly appreciate you for choosing to contribute your valuable skills and enthusiasm to our program.

Volunteers provide an important link between Waukegan Township, participants and the community bringing in a variety of capabilities, skills and knowledge. Volunteers provide extra resources to better accomplish our mission and goals.

Through the volunteer program, Waukegan Township hopes to enrich the lives of its participants, making a positive impact, providing opportunities to learn new skills, enhancing existing skills and stimulating the satisfaction that come from giving of one's self.

We are extremely pleased and thank you for volunteering in our program and we look forward to working together. A warm welcome from all of us at Waukegan Township!

*"Those who bring sunshine to the lives of others cannot keep it from themselves," - James Matthew Barrie.*

Sincerely,

**PATRICIA JONES**

Waukegan Township Supervisor

## Waukegan Township History

Waukegan, first visited by Pere Marquette in 1673, is one of the oldest communities in Illinois. The township started as a French trading post and Potawatomi Indian settlement known as "Little Fort." Records dating back to 1829 tell of a treaty signed by the Potawatomi's in which they ceded all of their land in this area to the Federal Government. Waukegan Township was one of the first townships in the State of Illinois incorporating in 1849.

Little Fort became the County Seat of Government in 1841 by virtue of its population. Between 1844 and 1846, the town's population grew from 150 to 750 people. In 1849 when the township was incorporated, the population had risen to 2,500.

Proud of the growth of their community and no longer wanting to be characterized as "little", on March 31, 1849 the residents of Little Fort changed the name of their town to Waukegan, the Potawatomi word for "fort" or "trading post".

Early settlers were initially attracted to Waukegan as a port city and shipped produce and grain from Lake and McHenry County farms to Chicago. The creation of the Illinois Parallel Railroad (now the Chicago & Northwestern) in 1855 stimulated interest in Waukegan as a manufacturing center. The township continued to grow and diversify.

Currently, Waukegan Township encompasses parts of 4 cities including; Waukegan, Beach Park, Park City and North Chicago. It borders up to the south end of Edgewood Road, up to 38000 address in Beach Park, west up to Teske Boulevard in Park City, & south up to the North end of 18<sup>th</sup> Street in North Chicago.

The Township Board, comprised of four Trustees and the Supervisor, is the policy-making body of Waukegan Township. In addition, the township board consists of the Township Assessor, Highway Commissioner and the Township Clerk.

Waukegan Township has grown over the years since its inception in 1849 and currently serves a population of over 100,000. In addition to continuing to provide financial relief to needy area residents, Waukegan Township funds and administers many programs for area seniors, transitional facilities for men and women with children, scholarships for our youth and many, many more.

## Elected Officials



**Patricia Jones**  
Township Supervisor



**Percy L. Johnson**  
Township Trustee



**Nathaniel D. Hewitt**  
Township Trustee



**Opal D. Rice**  
Township Trustee



**Sylvestre I. Castellanos**  
Township Trustee



**Mark Strickland**  
Township Assessor



**Rose Staben**  
Township Clerk



**Arthur Craigen**  
Township Highway Commissioner

## Waukegan Township Programs

- **General Assistance** – Provides benefits to adults who meet established eligibility guidelines. These clients participate in community work training, job readiness and job search.
- **Park Place Senior Center** – Provides a variety of activities and programs to senior citizens 55 and better.
- **Staben House** – Transitional housing program for women with children.
- **Eddie Washington Center** – Transitional housing program for men
- **Home Sweet Home** – Provides lawn maintenance and snow removal to senior and disabled citizens who reside within Waukegan Township boundaries.
- **Reclaim, Reconnect, Re-enter** – Provides job readiness, job search and employment referrals to ex-offenders.

## Services

- Notary Public
- Voter Registration
- Passport Acceptance Agency
- Senior Citizens Taxi Tickets
- Youth Scholarships
- Legal Help Desk
- Prescription Discount Card
- Repatriates Support & Empowerment Workshops
- Anger Management Workshops

## Park Place History

Waukegan Township Park Place Senior Center opened in 1992 and has continued to grow and expand to meet the needs of senior citizens. Under the direction of Patricia Jones, Township Supervisor, the Center offers a variety of services for adults 55 years of age and better.

Approximately 4,000 seniors participate monthly in a variety of activities at Park Place. Its programs attract seniors with diverse backgrounds and interests. They frequent the center for social interaction, educational, fitness and wellness programs, support groups, trips, complimentary transportation service, a gift shop, and many other events and recreational activities. Delicious noon-time meals are provided daily Monday through Friday by Park Place Café.

Our mission is to improve the lives of senior citizens by providing services to promote self-reliance, health and independence in a caring and supportive manner.

### Park Place Hours:

Monday	9 AM – 7 PM
Tuesday	9 AM – 4:30 PM
Wednesday	9 AM – 4:30 PM
Thursday	9 AM – 4:30 PM
Friday	9 AM – 4:30 PM
Saturday	Closed
Sunday	Closed



## Staben House History

Waukegan Township Staben House is a subsidiary of Waukegan Township. The eradication and addressing the causes of homelessness has long been on the forefront of Waukegan Township's mission. In keeping with this goal and vision, Patricia Jones, Waukegan Township Supervisor, and the Board of Trustees opened Eddie Washington Center, a transitional housing program for homeless men, in 1993.

The House was built in 1930 for Dr. Robert Smith, a native of Barbados, who later became Chief of Staff at St. Therese Medical Center. In 1963, the house was sold to Dr. DeLong, another prominent physician at St. Therese. He converted the rear of the house into treatment rooms. Waukegan Township purchased 3000 Grand Avenue in 1996 and converted it into a transitional housing facility for homeless women with children.

The house is named in memory of the late Milton E. Staben, former Waukegan Township Supervisor, and his son Peter Staben, a Lake County attorney. Both Milt and Peter dedicated their lives to protecting the rights of the impoverished.

The program was designed to provide comprehensive case management, budget management skills, and education to develop the necessary skills to succeed, break the cycle of homelessness and live independently. The opening of Staben House in July of 1997 provided a counterpart to Eddie Washington Center by providing assistance for homeless women and their children.

Today, homelessness is less a housing issue than a poverty issue, an education issue, a family support issue, and most importantly, a children's issue.



## Eddie Washington Center History

In 1993, Patricia Jones, Waukegan Township Supervisor and the Board of Trustees, began the unique and challenging task of renovating the historical Waukegan Fire Station building. With the renewed spirit of saving lives, many volunteers, friends, community leaders, and concerned citizens, transformed an old garage for fire trucks into a useful and much needed homeless shelter for men.

The Eddie Washington Center was named in memory of Milton E. Staben (1919-1993) former Waukegan Township Supervisor and his son, Peter Staben (1944-1993). Both men dedicated their lives advocating for the rights and better conditions for the underprivileged in Lake County.

The Eddie Washington Center has won various awards because of the uniqueness and creative ways of confronting the homeless issues in Lake County. The awards include a 1st place winner of the 1994 Governor's Home Town Award and the 1996 Lake County Affordable Housing Award Winner.



## Guidelines for Volunteers

Waukegan Township appreciates your willingness and commitment to donating your time and talents to our programs. Volunteers make a significant difference and we thank you for your participation in any or all volunteer activities. As a volunteer you are an ambassador of Waukegan Township and are expected to comply with applicable policies, procedures and guidelines designed to maintain a positive image of Waukegan Township and to facilitate safe and efficient use of our volunteer services. Persons wishing to volunteer for Waukegan Township must agree and comply with the following terms and conditions. These guidelines are designed to assist you in having a meaningful and productive volunteer experience:

- When in doubt, ask for help – The supervisor responsible for the volunteer assignment at the site can best assist you with questions or problems that might arise.
- Be punctual and responsible – Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. The program where you are assigned, rely on your punctuality and commitment to complete its assignment.
- Be appropriate – You are in a work situation and are expected to treat your supervisor, co-workers and clients with courtesy, respect and kindness.
- Dress comfortable, neatly and appropriately.
- Be flexible – The event or the activity is not always predictable. Your flexibility to changing situations can assist the operation to run smoothly and produce a positive outcome.
- Call if you anticipate being late or absent – The site will come to depend on your contributed services and will be at a loss if you fail to come in as scheduled. Be mindful of their needs.
- On the other hand:
  - Never report under the influence of drugs or alcohol.
  - Never display gang activity or gang paraphernalia.
  - Never bring headbands, headphones, radios, CD's or wear do-rags.
  - Maintain your cell phones in silent mode and do not answer or make phone calls during the site assignment.
  - Use common sense and conduct yourself in a professional manner at all times.
  - Respect the property of Waukegan Township and the property of all of those working around you.
  - Follow all safety rules and guidelines at all time and notify the site supervisor of any injuries or accidents that may occur at the site. Do not endanger yourself or others.

I agree to serve as a volunteer for Waukegan Township. I will observe the ordinances, policies and procedures of Waukegan Township while I am volunteering. I agree and understand that I am responsible for complying with supervisory directives from Waukegan Township for the event or program which I agree to volunteer for. I understand that I may terminate my volunteer services for Waukegan Township at any time and for any reason, with or without notice, and Waukegan Township retains the same right.

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Volunteer Signature

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Date

## Volunteer Waiver of Liability

In consideration of the opportunity afforded to me to assist on a voluntary basis in a variety of areas at Waukegan Township and its programs, which include but are not limited to this project.

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury in any volunteer activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of the severity that I may sustain as a result of my volunteer service.

I have read and understand the above agreement and waiver and release of all claims and assumption of risk and agree to its terms.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone # \_\_\_\_\_

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

Parent or Guardian consent if under 18 years old

Parent or Guardian Name \_\_\_\_\_

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

# Waukegan Township Volunteer Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

## List of Volunteer experience:

Place \_\_\_\_\_ Length of time \_\_\_\_\_

Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place \_\_\_\_\_ Length of time \_\_\_\_\_

Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## List work experience:

Place: \_\_\_\_\_ Length of employment \_\_\_\_\_

Position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Place: \_\_\_\_\_ Length of employment \_\_\_\_\_

Position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## List special skills or talents:

\_\_\_\_\_

**Educational Background:**

School \_\_\_\_\_

Highest grade completed \_\_\_\_\_

Degree/Trade \_\_\_\_\_

Currently enrolled in school at \_\_\_\_\_

Majoring in \_\_\_\_\_

Internship  Yes  No      If yes, indicate amount of hours \_\_\_\_\_

High School Diploma       GED Certificate  College graduate

Training Certificate       did not graduate

**Availability for volunteering:**

Days available:

Monday\_\_ Tuesday\_\_ Wednesday\_\_ Thursday\_\_ Friday\_\_ Saturday\_\_ Sunday\_\_

Hours per day     Hours per week     Hours per month

Day                     Evening                     Weekends                     Holidays

Own transportation?  Yes       No

**Emergency Contact:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship \_\_\_\_\_

## References

List three people not related to you who have definite knowledge of your qualifications.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Additional Information:

\_\_\_\_\_

## Authorization and Agreement

I authorize Waukegan Township to contact listed references, investigate criminal background and to contact the Illinois Department of Children Family Services to conduct a search of the Child Abuse and Neglect Tracking System and that all information will be kept under strict confidentiality and should only be discussed with authorized staff.

I understand that I must be officially accepted before I begin my volunteer service. I understand that misrepresentation or omission of facts requested in this application is cause for rejection as a volunteer with Waukegan Township.

I agree to fulfill the responsibilities of the volunteer assignment to the best of my ability. I understand that failure to comply with the rules may lead to dismissal from my volunteer assignment.

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Signature

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Date