



# VOLUNTEER APPLICATION YOUTH

212 North Bonner Avenue, Tyler TX 75702 903.531.1100

Dear Applicant,

Thank you for your interest in becoming a volunteer for the City of Tyler. We welcome your efforts to actively participate in your municipal government by lending your time and talents as a volunteer for the city.

Please take a moment to review the process to become a volunteer:

- Complete the attached youth application, for ages 12 – 17.
- Have parents or legal guardians complete the Minor's & Photo Release forms.
- Attend a Volunteer Orientation.
- The Volunteer Coordinator may then place you in your position of interest within a city department or for a special event.

Please return all documents to the Volunteer Coordinator in the Human Resources Department at City Hall. We look forward to working with you!

Thank you for your service,

Volunteer Tyler  
212 N. Bonner  
Tyler, TX 75702  
Phone: (903) 531-1100  
Fax: (903) 531-1248  
[www.volunteert Tyler.com](http://www.volunteert Tyler.com)



**\*\*\*PLEASE RETAIN THIS PAGE FOR YOUR RECORDS\*\*\***



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## PERSONAL INFORMATION

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## VOLUNTEER INTEREST

Why are you interested in volunteering with the City of Tyler?

Is your volunteer service required and by who?

How many volunteer hours do you need?

Check all departments you are interested in volunteering with. **Please note: ONLY option is the Library for ages 12 – 15**

<input type="checkbox"/> <b>Airport</b> Tour Guide, Filing	<input type="checkbox"/> <b>Information Technology</b> Installing computers, Answer Phones	<input type="checkbox"/> <b>Planning</b> Special Projects, Front Desk
<input type="checkbox"/> <b>City Hall</b> Receptionist, Filing, Data Entry	<input type="checkbox"/> <b>Legal Services</b> Filing, Data Entry	<input type="checkbox"/> <b>Police Department</b> Data Management, Parking Enforcement
<input type="checkbox"/> <b>Communications</b> Photography, Filming, Documentation	<input type="checkbox"/> <b>Liberty Hall</b> Special Events, Hospitality Liaison	<input type="checkbox"/> <b>Transit</b> Answer Phones, Route Assistance
<input type="checkbox"/> <b>Gallery Main Street</b> Art Gallery Opening	<input type="checkbox"/> <b>Municipal Court</b> Data Entry, Processing Paperwork	<input type="checkbox"/> <b>Tyler Public Library</b> Shelf Reading, Book Buddies
<input type="checkbox"/> <b>Human Resources</b> Receptionist, Filing	<input type="checkbox"/> <b>Parks &amp; Recreation</b> Rose Garden, Rec Centers, Goodman Museum,	<input type="checkbox"/> <b>Other</b> Special Events, Administrative/Clerical, Labor

## CURRENT AVAILABILITY

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.

## Letter of Understanding and Hold Harmless Agreement

**I understand that I am not applying to be an employee of the City of Tyler.** I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tyler and observe employees of the City of Tyler perform their duties. I understand that my status as a volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tyler harmless in the event of accident or injury involving my volunteer service. I agree to indemnify the City of Tyler and its agents and employees, from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

**The City of Tyler reserves the right to decline any applicant for a volunteer position with the City of Tyler who has:** Been convicted of a felony, committed an unlawful sexual act or any other violation of the law, or any other conduct or pattern of conduct that would disrupt, diminish or otherwise jeopardize public trust in the offices of the City of Tyler.

*NOTE: The City will review all applications fairly and honestly. Any commission of the listed behavior does not mean the applicant will be automatically disqualified. However, we will conduct a criminal background check in conjunction with your volunteer application; the consent form for the background check is attached. Once you are approved to volunteer with the City, you will be required to attend an orientation session before you can begin volunteering.*

**The City of Tyler shall not discriminate against any applicant** due to age, sex, marital status, national origin, religion, race, disability or other protected group under federal, state or local law. The City of Tyler supports a drug and alcohol free workplace.

**I have read and understand the above.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# CITY OF TYLER MINOR'S RELEASE

Assigned Department \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF SMITH

I/We, \_\_\_\_\_, is/are the  
father/mother/legal guardian(s) of \_\_\_\_\_, who is now \_\_\_\_\_  
years of age, and who has applied to volunteer with the City of Tyler. So that such minor may be so  
utilized in the capacity of unpaid volunteer, I/we release and discharge the City of Tyler from any and all  
liability, and I/we do hereby release and discharge said City from any and all claims for damages which might  
arise or come into existence by reason of said City's utilization of said minor as an unpaid volunteer,  
including specifically all claims for injury, death, or property damage.

**\*In the event one parent is not available for signature, please provide explanation below.**

\* \_\_\_\_\_

Date: \_\_\_\_\_  
Father

**AND**

Date: \_\_\_\_\_  
Mother

**OR**

Date: \_\_\_\_\_  
Legal Guardian(s)

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## CITY APPROVAL

**APPROVED:**

Date: \_\_\_\_\_  
Edward Broussard, City Manager



## CITY OF TYLER PHOTO RELEASE

For valuable consideration, I, \_\_\_\_\_, give the City of Tyler and its assigns the right to publish, and/or reproduce photos and video of me for stock photography, magazines, advertising, educational, trade show displays, packaging, electronic and digital media, and any other legal uses of photography in the United States. I relinquish the right to inspect said photos, and I understand that any of my photos may be digitally altered for artistic or commercial purposes.

I am 18 years old or older: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

### Parent or guardian to complete below for applicants age 12 – 17.

I, \_\_\_\_\_, warrant and represent I am the legal guardian of participant and have the full legal capacity to consent and to execute this release of ALL RIGHTS IN PARTICIPANT IMAGES.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT

OR

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LEGAL GUARDIAN

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_