

# VOLUNTEER INFORMATION FORM

Name: \_\_\_\_\_ DL#: \_\_\_\_\_ SS# \_\_\_\_\_

Date of birth: \_\_\_\_\_

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

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

Emergency name and phone#: \_\_\_\_\_

Have you ever worked/volunteered in a library? Yes or No

If yes, list your duties? \_\_\_\_\_

Please check by activities you would like to do:

Grace garden or flower beds by Library

Adult programs

Kid programs (art, story time, tutoring or junior master garden)

Work with summer reading program and activities

Help with events, (Gala or Chili cook off)

Clean book shelves, DVD's or CD's

How often would you like to volunteer?  Weekly  Monthly  As needed

Please write down your preferred days and/or hours: \_\_\_\_\_

Do you have any health/physical restriction? No or Yes

If Yes pleased describe: \_\_\_\_\_

References

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

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

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

# VOLUNTEER AGREEMENT AND CONFIDENTIALITY STATEMENT

I, \_\_\_\_\_ agree to serve as a volunteer for the Round Top Family Library.

Please initial:

I will follow directions of the Library Director or Staff in charge

I will follow the Code of Ethic per Library policy

I will report any patron concern or problem to Library Director/Staff in charge at the time of incident.  
I will not deal with the problem myself.

As a volunteer, I agree to do the following:

- Complete assignments to the best of my ability
- Maintain confidentiality of information
- Dress appropriately
- Call Library if I am unable to arrive at the assigned time
- Observe all staff rules and policies
- Maintain a time record of hours that I volunteer

The Library agrees to provide the following:

- Adequate work space and supplies
- Supervision of my work
- Evaluation of my performance on a regular basis
- Training in Library procedures and policies
- Time sheets for recording hours
- Record of my volunteer time which is available upon request for up to 5 years

Background check required. Please initial if ok to do so

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

PARENTAL PERMISSION FORM FOR MINOR VOLUNTEERS

I understand that my child, \_\_\_\_\_, wishes to volunteer at the Round Top Family Library (RTFL). As a material inducement to the RTFL and the City of Round Top, Texas, I consent on behalf of myself and my child to such volunteer service, and further agree as follows:

My child may volunteer to work as needed at the RTFL.

On behalf of myself and my child, I hereby expressly assume all risk of lost, injury, or death which may result from or arise out of my child's participation in volunteer activities at the RTFL. On behalf of myself and my child, I agree to release, relieve, indemnify, and hold harmless the RTFL (including its officers, agents, employees, and elected and appointed officials) against any and all claims, demands, damages, judgments, costs, and expenses, including reasonable attorney's fees for the defense of such claims and demands arising out of or in any way connected with my child's volunteer service with the RTFL.

I am aware that this form contains a release of liability and indemnity agreement which is intended to be legally binding. I have read it, I understand it, and I sign it of my own free will.

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Signature

Date