



Volunteer Tyler Application

Group Volunteer Package

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 application and Criminal History Verification form.
- Applicants are screened including a background check.
- Attend a volunteer orientation to learn more about Volunteer Tyler and so we can get to know you better.
- The Volunteer Coordinator will then place your group in a position of your 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,

Volunteer Tyler

212 N. Bonner

Tyler, TX 75702

Phone: (903) 531-1100

Fax: (903) 531-1248

volunteert Tyler@tylertexas.com

www.volunteert Tyler.com



Group Volunteer Inquiry Form

Volunteer Tyler

City Hall

212 North Bonner Avenue, Tyler, TX 75702

(903) 531-1100

volunteert Tyler@tylertexas.com

www.volunteert Tyler.com

Organization Name:		Application Date:
Organization Leader's Name:		Leader's Phone: ()
Organization's Phone: ()		Email:
Organization's Address:		
City:	Zip:	
What events or activities is your group interested in volunteering for with the City of Tyler?		
Availability	Past volunteer experience	Why are you interested in volunteering with the City of Tyler?
Date:		
Times:		

I request that the City of Tyler allow my group, to participate in the special event or activity explained above. As the group leader and/or legal guardian/chaperone/parent, I remain legally responsible for any personal actions taken by the group. I agree on behalf of myself, my child named above, or our heirs, successors, and assigns, to hold harmless, the City of Tyler, its officers, directors, agents and chaperones, or representatives associated with the event for reasonable attorney's fees and expenses arising in direct connection for the actions of my group. (Please explain on the back of this form pertinent medical or health information the moderators of this trip will need concerning your child).

Letter of Understanding and Hold Harmless Agreement

I understand that I am not 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 other than set out below. 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.

Applicant's Signature

Date

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	



City of Tyler

Volunteer Tyler's Adult/Youth Volunteer Community Service Policy

Adult Application

- The volunteer must apply through the Human Resource Department in advance of service.
- The volunteer has to complete background check before you can start volunteering.
- If the volunteer has a criminal incident in an applicant's past will not necessarily disqualify them from volunteering. As long as the applicant is honest and open about such an incident when completing the application, the volunteer will be fairly assessed on a case-by-case basis.
- Community Service opportunities are available as required by schools, civic organizations, etc. (The City of Tyler will not fill no court-ordered community service requirements.)

Youth Application

- The volunteer must apply through the Volunteer Coordinator in advance of service.
- Completing the application does not guarantee volunteer hours will be provided for the applicant.
- Youth must be 12 years of age or older. (Not all opportunities are open to youth. Please discuss your options with the Volunteer Coordinator)
- Community Service opportunities are available as required by schools, scouts, honor societies, civic organizations, etc. (No court-ordered community service opportunities for individuals under the age of 18.)

Rules of Service

- As a volunteer for the City, we ask that you contact the Volunteer Coordinator in advance if you will be absent or tardy on your assigned workday.
- If the volunteer is absent without notice more than three (3) times, the volunteer will be evaluated.
- As a volunteer for the City, we encourage each volunteer to set a work schedule. But if you need to change at any time please feel free to let the Volunteer Coordinator know of any schedule changes.

Duties may include:

- Typing, answering phones, filing and other clerical duties.
- Book shelving, sorting and packing
- Room set-up and clean-up before and after programs
- Assisting younger children in crafts and reading
- Program photography
- Manning hospitality, sales and information stations.
- There are various duties a volunteer would be performing, but all duties would be outlined in each job description