



# Volunteer Tyler Application

## New Youth 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.
- Have a parent or legal guardian complete the Minor's Release form.
- Speak with the City's Volunteer Coordinator at City Hall to learn more about Volunteer Tyler and so we can get to know you better.
- The Volunteer Coordinator will then place you 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





# City of Tyler: Youth Volunteer Application

**212 North Bonner Avenue, Tyler, TX 75702  
(903) 531-1100**

Thank you for your interest in volunteering with the City of Tyler. Please complete the application below.

<b>Name:</b>	<b>Application Date:</b>
<b>Address:</b>	
<b>City :</b>	<b>Zip:</b>
<b>Home Phone:</b> (     )	<b>Cell Phone:</b> (     )
<b>Email:</b>	
<b>Date of Birth:</b>	<b>Age:</b>
<b>School:</b>	<b>Grade:</b>

<b>Emergency Contact:</b>	<b>Relationship:</b>
<b>Phone:</b> (     )	<b>Cell:</b> (     )

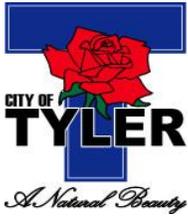
<b>Please List two (2) references other than Family Members:</b>	
<b>Name:</b>	<b>Phone:</b> (     )
<b>Position:</b>	<b>Company/ Organization:</b>
<b>Name:</b>	<b>Phone:</b> (     )
<b>Position:</b>	<b>Company/ Organization:</b>

### 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**



# Volunteer Preferences

**Check all boxes below which you are interested in. Please note that not all opportunities are open to all age groups. Please speak with the Volunteer Coordinator about your options.**

<input type="checkbox"/> <b>Parks &amp; Recreations</b> ex. Tyler Public Library, Glass Recreation Center	<input type="checkbox"/> <b>Police Department</b> ex. Data Management, Vehicle Services	<input type="checkbox"/> <b>Legal Services</b> ex. Legal, Municipal Courts
<input type="checkbox"/> <b>Administrative/Clerical</b> Filing, Data Entry, Receptionist	<input type="checkbox"/> <b>Main Street Gallery</b> ex. Art Gallery opening	<input type="checkbox"/> <b>Liberty Hall</b> ex. Ushers & Ticketing
<input type="checkbox"/> <b>Labor &amp; Maintenance</b> ex. painting	<input type="checkbox"/> <b>Outreach Services</b> ex. Retirement Community	<input type="checkbox"/> <b>Other</b>
<b>Availability</b>  Days:  Times:	<b>Is your volunteer service required and by who?</b>	<b>How many hours do you need to volunteer?</b>
<b>Past volunteer or work experience:</b>	<b>Why are you interested in volunteering for the City?</b>	

**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.
- Committed any other violation of the law.
- Any other conduct or pattern of conduct that would tend to 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 and 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 a brief orientation session before you can begin volunteering.

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

I have read and understand the above.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Volunteer Services Coordinator**

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

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**APPROVED:**

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

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\_\_\_\_\_  
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