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 primary custodial parent or legal guardian sign the Minor’s & Photo Release forms.
- Attend a Volunteer Orientation.
- 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 Ave.
Tyler, TX 75702
Phone: (903) 595-7243
Fax: (903) 531-1248
volunteertyler@tylertexas.com
www.volunteertyler.com

***PLEASE RETAIN THIS PAGE FOR YOUR RECORDS***
VOLUNTEER APPLICATION
YOUTH
212 North Bonner Avenue, Tyler TX 75702    903.595.7243

PERSONAL INFORMATION
Name: ___________________________ Date of Birth: ____________ Date of Application: ____________
Address (including city/state/zip): ____________________________
Phone: ____________________ Email: __________________
Emergency Contact Person: ____________________________ 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
☐ Airport
  Tour Guide, Filing
☐ Information Technology
  Installing computers, Answer Phones
☐ Planning
  Special Projects, Front Desk
☐ City Hall
  Receptionist, Filing, Data Entry
☐ Legal Services
  Filing, Data Entry
☐ Police Department
  Data Management, Parking Enforcement
☐ Communications
  Photography, Filming, Documentation
☐ Liberty Hall
  Special Events, Hospitality Liaison
☐ Transit
  Answer Phones, Route Assistance
☐ Gallery Main Street
  Art Gallery Opening
☐ Municipal Court
  Data Entry, Processing Paperwork
☐ Tyler Public Library
  Reshelving, Reading, Book Buddies
☐ Human Resources
  Receptionist, Filing
☐ Parks & Recreation
  Rose Garden, Rec Centers, Goodman Museum,
☐ Other
  Special Events, Administrative/Clerical, Labor

CURRENT AVAILABILITY
|------|------|------|------|------|------|------|

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 ____________

volunteertyper.com - 1 - Revised Nov. 2018
THE STATE OF TEXAS  
COUNTY OF SMITH  

I/we, ________________________________, am/are the primary custodial parent(s) or 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 release and discharge the City of Tyler from any and all liability, and I 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.

**Primary custodial parent(s) or legal guardian(s):**

_________________________  
Date  
Signature

_________________________  
Date  
Signature

*Both signatures needed for parents or guardians with legally-required joint decision making.*

**CITY APPROVAL**

APPROVED:  

Date: __________  
ReNissa M. Wade, Managing Director  
by the authority of: 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 _____

Date ___________________________ Signature ___________________________

DOB ___________________________

Primary custodial parent(s) or legal guardian(s) for applicants age 12 – 17:

I/we, ________________________________, warrant and represent I/we am/are the legal guardian(s) of participant and have the full legal capacity to consent and to execute this release of ALL RIGHTS IN PARTICIPANT IMAGES.

Primary custodial parent(s) or legal guardian(s):

_________________________ ___________________________

Date ___________________________ Signature ___________________________

_________________________ ___________________________

Date ___________________________ Signature ___________________________

Both signatures needed for parents or guardians with legally-required joint decision making.