



# City of Lancaster

## Volunteer Application



APPLICANT INFORMATION			
Name ( <i>First, Middle, Last</i> )		Maiden Name	Alias Names
Address		Apt. #	<i>Circle One</i> Male    Female
City		State	Zip
Home Phone	Work Phone		Cell Phone
Email Address			
Previous Address 1		City/County/State	Dates of Occupancy
Previous Address 2		City/County/State	Dates of Occupancy
Date of Birth	Social Security #		Driver's License #                      State

SKILLS/EXPERIENCE	
Employment Experience  _____	Education Level  <input type="checkbox"/> High School Student <input type="checkbox"/> HS Diploma/GED <input type="checkbox"/> College Student <input type="checkbox"/> College Degree
Volunteer Availability ( <i>check all that apply</i> ) <input type="checkbox"/> Weekdays <input type="checkbox"/> Evenings <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays	Languages Spoken ( <i>check all that apply</i> ) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____
Skills and Interests ( <i>check all that apply</i> )	
<input type="checkbox"/> Typing/Word Processing <input type="checkbox"/> Administrative Tasks <input type="checkbox"/> Children's Programs <input type="checkbox"/> Data Processing/Spreadsheets <input type="checkbox"/> Customer Service <input type="checkbox"/> Senior Programs <input type="checkbox"/> Research <input type="checkbox"/> Planting/Gardening <input type="checkbox"/> Animal Services <input type="checkbox"/> Filing/Sorting Materials <input type="checkbox"/> General Outdoor Projects <input type="checkbox"/> Special Events <input type="checkbox"/> Answering Phones <input type="checkbox"/> Clean Up/Park Beautification <input type="checkbox"/> Other _____	

WAIVER/RELEASE OF INFORMATION
<p>I, _____, do understand and agree to the following:</p> <ol style="list-style-type: none"> <li>1) I am not entitled to compensation for performance of my duties as a volunteer, nor any employee benefits, nor am I covered by any workers' compensation. My liability coverage only covers official volunteer duties.</li> <li>2) The offer of volunteer employment and consideration of continued volunteer employment is contingent upon acceptable review of information including but not limited to consumer credit history, criminal conviction history, driving record and other such reports that may exhibit information on my work habits, performance, education and experience, along with reason for termination of employment from previous employers where such information exists.</li> <li>3) I knowingly and voluntarily authorize and consent to allow the City of Lancaster to request information from various Federal, State and other such agencies which maintain records concerning and relating to records that may contain my driving history, criminal history, credit history, civil history and other experiences. I hereby authorize without reservation any party or agency contacted by the City of Lancaster, as a condition of volunteer employment, to furnish the above listed information and to release and hold harmless all parties involved from any liability and responsibility for doing so. This authorization and consent shall be valid in its original, faxed or copy form.</li> <li>4) I hereby agree to indemnify, defend and hold harmless the City of Lancaster, including its agents, employees or representatives, from any and all claims or causes of action, including any claims or causes of action resulting from the negligence or liability of the City of Lancaster, including its agents, employees or representatives, including, but not limited to, property damage, bodily injury or death arising out of or in any way connected to my participation in the City of Lancaster Volunteer Program.</li> <li>5) I knowingly and voluntarily authorize and consent to allow the City of Lancaster to utilize my image or likeness for promotional purposes, both electronically and in print.</li> <li>6) I certify that all information I have provided is true and correct.</li> </ol> <p>Applicant Signature: _____ Date: _____</p> <p><b>Parent/guardian must authorize permission for background check on minor.</b></p> <p>Parent/Guardian Signature: _____ Date: _____</p>



**City of Lancaster**  
**Junior Volunteer Letter of Agreement**  
*Must be completed before volunteer begins assignment.*

Volunteer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Volunteer Site: \_\_\_\_\_ Role: \_\_\_\_\_

As a volunteer, you are an important member of our staff and act as a representative of our organization to the community at large. To ensure a solid understanding of what you can expect as a Junior Volunteer, and what is expected of you by our organization, we ask that you read and sign this Letter of Agreement.

**Volunteer Supervisor Responsibilities:**

- Ensure the City of Lancaster has approved the Junior Volunteer Packet, including a background check, Publicity Permission Form, and this Letter of Agreement prior to meeting with the prospective volunteer.
- Interview and screen the prospective volunteer.
- Provide initial and ongoing training, all relevant policies and procedures, and supervision.
- Contact the City of Lancaster regarding any problems or if the volunteer vacates the position.

**Junior Volunteer Responsibilities:**

- Complete a Volunteer Application, including permission for the City of Lancaster to complete a background check.
- Complete volunteer orientation and training if needed.
- Work with the Youth Services Librarian to schedule monthly hours. A minimum of 8 hours per month is requested.
- For in person work, arrive to assignment on time. Inform Youth Services Librarian at least one hour in advance if you will be tardy or absent.
- Have the Youth Services Librarian approve your hours worked after work is completed.
- Contact the Youth Services Librarian regarding any problems or prior to leaving the position.
- Conduct yourself in an appropriate and ethical manner at all times when dealing with staff and the public.
- Maintain the confidentiality of all data, materials, knowledge and information generated through, originating from or concerning the City of Lancaster. All documents, resources and information are the sole property of the City.
- Have fun and ask questions if needed!

I understand that as a City of Lancaster Volunteer I am covered under the Texas Municipal League Intergovernmental Risk Pool Plan for third party claims against the City, and am not covered under the City of Lancaster's worker's compensation policy. Furthermore, I understand and agree to the responsibilities expected of me while volunteering.

Junior Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and agree to the responsibilities expected of me as a Volunteer Supervisor.

Youth Services Librarian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Lancaster Veterans Memorial Library Publicity Permission Form

I, being the Parent/Guardian of \_\_\_\_\_,  
hereby give consent to the City of Lancaster and Lancaster Veterans Memorial Library  
for possible use of photographs, videotapes, and/or electronic images of my child for  
public relation purposes. This may include inclusion in publications, newspaper,  
scrapbooks, bulletin boards, and/or website.

The City of Lancaster and Lancaster Veterans Memorial Library agree that the child's  
name and/or photograph, videotape, and/or electronic image will only be used for public  
relations, public information, promotion and/or instruction. No personal information  
other than name will be used for identification purposes.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_.

**City of Lancaster**  
**Lancaster Veterans Memorial Library**  
**Junior Volunteer Program**

**Frequently Asked Questions**

**Q. Who is the Youth Services Librarian?**

A. Mae Neal, MLIS

Office: Lancaster Veterans Memorial Library, located at 1600 Veterans Memorial Pkwy.

Hours: 10am-6pm Monday-Friday.

Contact: 972-275-1445 or [mneal@lancaster-tx.com](mailto:mneal@lancaster-tx.com)

**Q. How old does one have to be to participate in the Junior Volunteer Program?**

A. 16 years old.

**Q. How do I sign up?**

A. Teens interested in becoming a Junior Volunteer with the library will need to fill out and return the Junior Volunteer packet to the Youth Services Librarian before they can start earning hours. Packets can be obtained online, at the library, or by emailing the Youth Services Librarian.

**Q. How can I earn hours from home if I'm unable to come to the library?**

A. Once approved, Junior Volunteers may choose from a list of projects to complete at home, but must submit proof of their work. More information on these types of projects is available on our City of Lancaster, Tx website on the Library Services page under Programs and Events for Teens.

**Q. Where do I submit my work from home?**

A. Proof of projects that you have done may be sent to [mneal@lancaster-tx.com](mailto:mneal@lancaster-tx.com) or uploaded online via the City of Lancaster, Tx website on the Library Services page under Programs and Events for Teens. Proof must be submitted within 1 week of when you did the project! The Youth Services Librarian will contact you after reviewing your work to confirm your hours.

**Q. How many hours can I earn?**

A. Junior Volunteers can earn 8 hours a week, with no limit to the total number of hours they can complete in a year.

**Q. How can I get proof of how many hours I've earned?**

A. Junior Volunteers can obtain a signed letter confirming the total number of hours they have earned at any time from the Youth Services Librarian.

**Q. What if I want to volunteer on the spot at a special event?**

A. If you will not be an ongoing volunteer and do not expect to volunteer anywhere in the City in the future, you may complete a Special Event Volunteer Application on site. You may help immediately at the event after it is returned to the Youth Services Librarian.

**City of Lancaster**  
**Lancaster Veterans Memorial Library**  
**Junior Volunteer Program**

**Remote Library Projects**

**1. Book Reviews - 1 hour**

Write a book review of a book you've read from the library's collection and submit it to the library. Your review must be decent in length, grammar, and originality.

**2. Book Lists - 1 hour**

Write a list of books you think other teens would want to read according to a certain theme and submit it to the library. Must have at least 5 titles listed.

**3. Social Media Support - 1 hour**

Tag the City of Lancaster, Tx in a Facebook or Instagram post to help us raise awareness of our events and programs there. Submit a screen shot of the post to the library.

**4. Fanfiction - 1 hour**

Submit a work of fan fiction based on a book. Can be artwork, written work, or any other creative means. Submit your work to the library, we may showcase it in the Young Adult section of the library.

**5. Teen Club Activities - 2 hours**

The library offers monthly Teen Club activities on the first Thursday of every month. Take part of the activity and send us a picture of you participating.

**6. Other Community Service Projects as they arise - so stay tuned for more opportunities!**

**City of Lancaster**  
**Lancaster Veterans Memorial Library**  
**Junior Volunteer Program**

**In Person Library Projects**

1. **Book sale** – every year the Friends of the Library hosts a book sale in our meeting room. The Friends usually need help setting up tables, organizing books, and boxing left over books.
2. **Clean computer screens** - all public computers, including AWE computers and PC Reservation Station, etc.
3. **Cut scrap paper** into 3x3 inch squares and refilling at the computer stations for public use.
4. **Discards** – remove labels and mark over library name on books and other library material that are worn or outdated and can no longer be used.
5. **Dusting** shelves, computers, and various areas of the library and staff work areas.
6. **Fold brochures** and cut flyers – library information pamphlets.
7. **Program preparation** – as assigned by the Youth Services Librarian.
8. **Pull books for holds** or displays as assigned.
9. **Search shelves** for lost/missing items.
10. **Shelving books** – on occasion and only after being trained. All other duties take priority.
11. **Shred important documents** as assigned.
12. **Straighten and edge books** on shelves – all books are brought forward to lay flush with the edge of the shelves and are made to stand upright and look neat.
13. **Special tasks** as assigned.

**To help prevent the spread of COVID-19 the Library  
is currently not accepting in person volunteer work.**