



Summer Passport VOLUNTEER APPLICATION

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PLEASE PRINT CLEARLY or TYPE. *To be completed by applicant.*

We receive many more applications than can be accommodated. Teens will be evaluated for how well directions were followed and questions answered on this application.

*Return this application via email or drop off at the Library. **No applications** will be accepted after May 15, 2019.*

Last Name _____ First Name _____

Home Phone_(_____)_____ Cell Phone_(_____)_____

Home Address _____ male _____ female _____

City _____ State _____ Zip code _____ Birthdate (month/year) _____
Minimum age: going into 7th grade in Fall, 2019. Maximum age: just graduated from high school

T-shirt size (adult male sizes). Circle one: S M L XL

Your Email _____

School attending in Fall, 2019 _____ Parent email _____

First and Last name of emergency contact _____

Phone of contact_(_____)_____ relationship to volunteer _____

This phone # must be different from applicant's phone #.

All the above information is confidential and is for library use only.

Summer Passport encourages: free voluntary reading; motivates students to set and meet reading goals; helps adults model good reading habits for children; provides free library events that extend the reading experience; creates communities of readers and library users; and encourages underserved groups to begin using the library.

Volunteer tasks will include assisting customers with registration, recordkeeping, handing out prizes, event set up and tear down, and other tasks as needed.

Volunteers receive credit for community service. In addition, volunteers learn job skills such as how to follow directions, how to interact with the public, new computer skills, and how to organize files and other materials. You will also make new friends, have the opportunity to volunteer with current friends, and attend many library programs and events. This is a fun and interesting way to spend a summer!

Do you have any special skills or interests that will help you as a Library volunteer? Tell us about them.

Why do you want to volunteer for the Library?

YOU MUST ATTEND SUMMER PASSPORT volunteer training session in order to volunteer. This year that date is Saturday, June 8 from 10:00AM – 12:00PM. Check here if you can attend the training._____ If you can't, you will go on the waiting list.

The dates of SUMMER PASSPORT are June 15 – July 27, seven days a week. Shifts will either be 2, 2 ½, or 3 hours long. The library is open Monday-Thursday, 10am -8pm, Friday, 1pm – 5pm, Saturday, 10am – 5pm, and Sunday, 1pm -5pm. Volunteering will occur during all days the library is open and up to 30 minutes before it closes. Signing up for shifts will occur at the training session.

We require minimum of 12 shift commitment over the course of these 6 weeks, **with only one shift allowed per day.** **You will bring to the training either** a list of dates you can volunteer, or a list of dates you can't volunteer, and then sign up accordingly. *Please make sure to have this information with you as parents do not stay for the training.* BRING MORE THAN 12 dates and times you are available because you might not get all your first choices. Additionally, as the program progresses, you will be able to make changes and add more shifts. We will need to have a lot of volunteers take more than 10 shifts. The more you volunteer, the more you will learn and the more fun you will have!

NOTE: there will be off-site volunteering at Duck Park on Erringer Avenue on Wednesdays in June and July from 11:30 a.m. – 1:30 p.m. (under the supervision of Library Staff) and helping with a Library program. This counts as one shift.

Are you able to commit to at least 12 shifts during this time period? YES____ NO____

We make every effort to accommodate vacation leave requests, summer school attendance, and other summer plans. What, if any, dates OR what, if any, hours of the day, will you be unable to volunteer due to vacation or other preplanned activities?

Please have a parent or guardian initial here that the above information is correct. _____

Thank you for your interest in volunteering. You will be notified twice: first when your application is received, and by May 24 if you've been selected.

City of Simi Valley Volunteer Agreement

_____ (please print), desire to volunteer and perform miscellaneous assigned duties for the City of Simi Valley ("City"), without compensation, beginning **June 8, 2019**. In consideration for permitting me to participate as a volunteer, I hereby agree that:

- A. **Volunteer Status:** I am a volunteer and am not an employee of the City. As a result, I am not entitled to any form of compensation or employment benefits including, but not limited to, wages, salary, health insurance, or retirement benefits. I understand and acknowledge that the City can terminate my status as a volunteer for the City at any time and for any reason, and there is no promise of future employment.
- B. **Confidentiality:** In the course of my service I may learn of, be told, or be asked to relay information of a private, confidential, or privileged nature. Furthermore, I may have access to confidential computer databases and files. I shall not reproduce and/or disclose private, confidential, or privileged information without express direction from, or the authorization of, a City supervisor.
- C. **Assignments:** I acknowledge that appropriate instructions have been given to me regarding this volunteer assignment and I agree to observe all safety rules and use care in the performance of my assignments. I will perform assigned tasks that are within my physical capability to the best of my ability and will not undertake tasks that are beyond my abilities. I will immediately inform my supervisor of any limitations I may have with my assignments. I am familiar with the safe operation and use of equipment and tools for this volunteer assignment and will not use those with which I am unfamiliar or do not know how to operate safely.
- D. **Release of Liability, Covenant Not to Sue, and Express Assumption of Risk:** I hereby release the City of Simi Valley, its employees, its officers and other employees of all liability, covenant not to sue any or all of the foregoing and expressly assume the risk for my death, disability, or other personal injury to myself, damage to my property, loss or expense suffered by me caused by the City of Simi Valley, its officers, and other employees while participating in this volunteer assignment.

I further agree to defend, indemnify, and hold harmless the City of Simi Valley, its officials, officers, employees, representative, and agents, from and against all claims, lawsuits, liabilities or damages of whatsoever nature arising from my participation in this volunteer assignment. This Release of Liability and Express Assumption of Risk is binding upon my heirs, legatees, and devisees.

- E. **Loss, Theft and Damage:** I shall assume all risk of loss, theft, or damage to any of my personal property, equipment, or supplies arising from or connected with services I perform for the City. I shall reimburse the City for any loss, theft, or damage to any of the City's property, equipment, or supplies arising from or connected with services I perform for the City.

I HAVE CAREFULLY READ THIS VOLUNTEER AGREEMENT AND FULLY UNDERSTAND ITS CONTENT AND MEANING. I AM AWARE THAT THIS FORM IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE CITY OF SIMI VALLEY.

Date: _____ (Signature of Participant)

If Volunteer is under 18 years of age: _____ parent/guardian signature

_____ print name of parent/guardian