

TEEN VOLUNTEER APPLICATION: Ages 12- 17

Email the completed application to communications@literacypbc.org

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Age: _____

Date of Birth (mm/dd/year): _____

Email Address: _____

Emergency Contact: _____

Relationship: _____ Phone: _____

Schedule Preference: ☐ Morning ☐ Afternoon

Name of School / Organization: _____

Why are you interested in volunteering with the Literacy Coalition?

Previous volunteer or work experience:

What skills or special interests would you bring to a volunteer position?

Please email a reference letter and provide the referral's contact information along with the completed application to communications@literacypbc.org.



Literacy Coalition of Palm Beach County

VOLUNTEER CODE OF CONDUCT

- Volunteer service is based on the individual needs of the Literacy Coalition.
- Volunteer attire should be neat, clean and appropriate. For your safety, we recommend closed-toe shoes.
- Service forms (school/organizations) are the responsibility of the volunteer.
- Volunteers are expected to perform work assignments within the scope of their jobs and to comply with all regulations and procedures provided.
- No volunteer shall knowingly omit information or submit inaccurate or untruthful information for, or on, any administrative or departmental record, report or document.
- Volunteers are expected to conduct themselves in a decent and moral manner while on Coalition premises or at any other place while on duty.
- Volunteers shall be under staff supervision when working directly with the public. Specifically, no volunteer shall be alone with children or adults in areas such as restrooms, unoccupied rooms, or windowless areas.
- No volunteer may use personal threats or profane or abusive language in dealing with the public, co-workers, volunteers, supervisors or other persons contacted in a business relationship, or otherwise provoke or abuse others in any way.
- Unbecoming conduct will not be tolerated. Such conduct includes actions which cause embarrassment or is damaging to the reputation or efficiency of the Literacy Coalition.
- Reporting for work under the influence of alcoholic beverages, or narcotic, hallucinogenic or other illegal drugs is prohibited.
- Volunteers shall not reveal confidential information to unauthorized persons.
- Volunteers shall not use tools, materials, equipment, or facilities for personal purposes.
- Personal electronic devices should not be used when volunteering.
- Violation of these rules will not be tolerated and may result in corrective action, including dismissal from the volunteer assignment.

I understand that any falsification or misrepresentation on any form is grounds for disqualification from the Volunteer Program. I also understand that submission of this application, including my signature on all forms is required to be considered for volunteer placement, but does not guarantee my placement in the Volunteer Program.

My signature indicates that I have read and understand this Volunteer Application and agree to abide by this Volunteer Code of Conduct.

Volunteer Signature

Date

Parent/Guardian Signature

Date



PLEASE READ CAREFULLY.
THIS IS A LEGAL DOCUMENT WHICH
AFFECTS YOUR LEGAL RIGHTS.

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

I, _____, the undersigned (collectively with my successors and assigns, heirs, legal representatives and executors, the "Volunteer"), do hereby execute this VOLUNTEER RELEASE AND WAIVER OF LIABILITY (this "Release and Waiver") in favor of the Literacy Coalition of Palm Beach County, their successors and assigns, directors, officers, commissioners employees and staff (collectively referred to herein as "Literacy Coalition") to volunteer for the Literacy Coalition programs.

Volunteer desires to participate in the Program and other activities of Literacy Coalition. In consideration for allowing Volunteer to participate in the Program and other Literacy Coalition activities, Volunteer does hereby freely execute this Release and Waiver under the following conditions:

Assumption of Risk. Volunteer understands that his or her participation in the Program may include activities which may be hazardous to Volunteer or to Volunteer's property. Volunteer further acknowledges that there are inherent risks in participating in the Program activities, including, but not limited to, physical injury, property damage and death.

Volunteer hereby expressly assumes the risk of injury or harm in these activities and releases Literacy Coalition and any other participant in the Literacy Coalition ("Program Participants") from any and all liability for any claim or demand arising out of, related to, or resulting from Volunteer's participation in the Program, except to the extent that such claim or demand arises out of the negligence or willful misconduct of Literacy Coalition or any Program Participant.

Release and Waiver. Volunteer hereby releases, waives and discharges any and all liability, claims, demands or rights of action, in law or equity, known or unknown, of whatever kind or nature against Program Participants and Literacy Coalition arising out of, related to, or resulting from Volunteer's participation in the Program, except to the extent that such liability, claim, demand or right of action arises out of the negligence or willful misconduct of Literacy Coalition or any Program Participant.

Indemnify and Hold Harmless. Volunteer hereby agrees to indemnify, defend and hold harmless Literacy Coalition from any and all losses, claims, liabilities or expenses of whatever kind, arising out of, related to, or resulting from Volunteer's participation in the Program, except to the extent that such losses, claims, liabilities or expenses arise out of the negligence or willful misconduct of Literacy Coalition.

Legal Status of Parties. Volunteer is not an employee or agent of Literacy Coalition, or the Program and Volunteer understands that he/she has no authority to act on behalf of or bind Literacy Coalition. Volunteer also understands that Literacy Coalition does not assume any responsibility for providing any assistance to Volunteer, including, but not limited to, medical, health, disability, automobile, or workman's compensation insurance.

Medical Treatment. Volunteer releases Literacy Coalition and Program Participants from any claim whatsoever which arises or may hereafter arise as a result of any first aid, treatment, or service rendered in connection with Volunteer's participation in the Program, except to the extent such claim arises from the negligence or willful misconduct of Literacy Coalition or Program Participants.

Volunteer Certifications. Volunteer certifies that he or she is physically and mentally competent to carry out the Program activities.

Complete Agreement. This Release and Waiver and, if applicable, any addendum executed concurrently with it, set forth the entire agreement between the parties with respect to the subject matter contained herein and it expressly supersedes all previous written and oral communications between the parties. If any provision of this Release and Waiver is found to be unenforceable, the remaining terms shall remain enforceable. With the exception of oral directives by Volunteer to Literacy Coalition for the purpose of checking additional program boxes or adding additional programs to the signature pages, no amendment, alteration, or modification of this Release and Waiver shall be valid unless executed in writing by both parties to this Release and Waiver.

Binding Effect. This Release and Waiver shall remain in full effect and force and bind the successors and assigns, heirs, legal representatives, and executors of the Volunteer.

Other. Volunteer hereby expressly agrees this Release and Waiver is permitted and governed exclusively by the laws of the State of Florida, irrespective of choice of law principles. In the event any clause or provision of this Release and Waiver is ruled invalid, the invalidity of such clause or provision shall not affect the remaining provisions of this Release and Waiver which shall continue to be enforceable. This Release and Waiver may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same agreement. The electronic or facsimile transmission of an originally executed Release and Waiver signature page shall constitute an originally executed Release and Waiver.

IN WITNESS WHEREOF, I, the undersigned, have carefully read this Release and Waiver of Liability and fully understand its contents. I am aware that this is a release and waiver of liability in favor of Literacy Coalition and the Program Participants. I am aware that in the event I suffer loss or injury the terms of this Release and Waiver shall apply. Further, I am aware that I have given up substantial rights by voluntarily signing this Release and Waiver.

Volunteer:

Print Name: _____

Signature: _____

Date: _____

Signature of Parent or Guardian Required if Volunteer is under the age of 18:

Print Name: _____

____ Parent ____ Guardian (attach guardianship document)

Signature: _____

Date: _____

Home Address:

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail Address: _____

Emergency Contact Information:

Name: _____ Phone: _____

Relationship: _____