



**CITY OF BUDA**  
**Volunteer Application**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Reason for volunteering:

- School assigned (disciplinary) \_\_\_\_\_
- School assigned (non-disciplinary) \_\_\_\_\_
- Court assigned \_\_\_\_\_
- Voluntary \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

Number of hours needed: \_\_\_\_\_

Needed by \_\_\_\_\_

What do you have experience with?

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff Review:

Signed Agreement \_\_\_\_\_ Documentation \_\_\_\_\_ Scheduled \_\_\_\_\_

Other \_\_\_\_\_

## Volunteer Agreement

Volunteers are recognized by the public as representatives of the city and shall be guided by the same work and behavior codes as city employees. This includes being respectful to all staff and patrons, dressing appropriately, and working diligently at assigned tasks.

Volunteers must be at least 13 years of age, unless approved by the Director or Department Head.

Volunteers completing court or school-ordered restitution will be required to provide a copy of their paperwork from the court or school detailing the offense and community service hours required. This will be required for each separate offense.

City staff will schedule volunteers based on the city's need for volunteers, starting with up to a two (2) hour shift.

Once a volunteer is scheduled, city staff save the time slot and design duties for that individual. If you are not able to come when scheduled, please call the supervisor at least an hour before your assigned time. Volunteers that repeatedly do not come at their assigned times with no prior notice will not be put on the schedule.

Unless it is an emergency, volunteers need to refrain from using cell phones and all other personal devices while volunteering.

*I understand and agree to follow these guidelines. I understand that infractions of these guidelines may result in not being permitted to volunteer for the City of Buda in the future.*

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Volunteer

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Parent (if volunteer is under 18 years of age)