



Thank you for your interest in the Town of Addison's Addvocates Volunteer Program. We are an organization that takes pride in the quality of service we provide and we know that volunteer contributions will only help build on this reputation. Through the volunteer program, we hope to create new partnerships with the community and enhance existing ones.

The only thing the Town requires from our volunteers is a helpful, cooperative attitude. All volunteer assignments are based upon the ability to perform the job, dependability, reliability and customer service.

The Advocate Volunteers are provided the following:

- an assignment which reflects their skills, interest, availability and training
- a clear and specific job description
- orientation, training and supervision for the tasks they perform
- access to staff to answer questions and assist in handling problems
- regular formal and informal expressions of recognition and appreciation

All volunteers must go through an application clearance process which normally takes less than ten days. No one is denied an opportunity to volunteer on the basis of age, sex, color, national origin, religion, citizenship, veteran's status or disability that does not prohibit performance of the essential job functions of the volunteer position. Volunteer positions are "at will" positions meaning that either you or the Town may terminate the volunteer relationship at any time, without advance notice, for any reason or for no reason.

In the following pages, you will find a registration form, liability release form, agreement form, and a background check form. Please fill out these forms and return them by mail (Human Resources, 16801 Westgrove Dr., Addison, TX 75001), fax (972-450-2835) or email (volunteers@addisontx.gov), or in person (same as mailing address). Once these forms are received and processed, I will contact you to discuss our volunteer opportunities. If you have any questions, please contact me at 972-450-2874.

Again, thank you for your interest in the Addvocates Program.

Sincerely,

*Stacy Love*

Stacy Love  
Volunteer Coordinator

# Addison Advocates Application Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Education: Name of High School \_\_\_\_\_ Years \_\_\_\_\_

Name of College \_\_\_\_\_ Years \_\_\_\_\_

Please list any degrees or certifications \_\_\_\_\_

Employment  
Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Interest, Hobbies, Skills: \_\_\_\_\_

Availability (Please put times you are available next to the corresponding day):

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

Are you available on a regular and ongoing basis on the days and at the times show? If not, please note times when you would be unavailable. \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

The logo for Addison! features the word "Addison!" in a blue, cursive, handwritten-style font.The logo for addvocates features the word "addvocates" in a blue, lowercase, sans-serif font. The letter "v" is stylized with a green checkmark shape. Below it, the text "THE ADDISON VOLUNTEER PROGRAM" is written in a smaller, blue, uppercase, sans-serif font.

## Volunteer Liability Release Form

1. I, \_\_\_\_\_, hereby release, waive, indemnify, and hold harmless the Town of Addison, the Addison Advocates program and its respective officers, directors, employees, agents, contractors, subcontractors, representatives, successors, and assigns, and all persons conducting directly or indirectly, the activities surrounding my involvement as a volunteer from any and all claims, rights, demands, actions, causes of action, expenses, and damages, which I or my heirs, personal representative, successors, assigns, or anyone claiming by, through or under me ever had, now have, or may have against the parties identified above arising from any injury, act, or omission relating in the way to my participation as a volunteer.
2. I am fully aware of the risks and hazards connected with the activity, and I hereby elect to voluntarily participate in said activity, and to engage in such activity knowing that the activity may be hazardous to me and my property. **I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISK OF LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH**, that may be sustained by me, as a result of being engaged in such activity.
3. I further hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS** the Town from any loss, liability, damage, or costs, including court costs and attorney's fees that the Town may incur due to my participation in said activity.
4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family or my spouse, if I am alive, and my heirs, assigns, or personal representatives, if I am deceased or incapacitated, and shall be deemed as a **RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE** the Town. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Texas.
5. I understand that I am to receive no payments or benefits for services provided to the Town of Addison. I understand that I am not an employee, agent or an independent contractor of the Town of Addison.
6. I give my consent to the Town of Addison, in conjunction with the Addison Advocates program to copyright, publish, use, sell, or assign any and all photographic portraits or pictures, television spots, movie films, videotapes, and/or sound records or any part thereof, that they may take or make of me during my work as a volunteer in which I may be included in whole or in part, whether separate from or in conjunction with, illustrative or written manner, story or news item, motion pictures, television or radio spots, or for publicity, advertising or any other lawful purpose whatsoever, in conjunction with my name or in anonymity. I hereby waive any right I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith or the use to which it may be applied. I hereby waive all claims for compensation of such use or for damages.

The logo for Addison! is written in a blue, cursive, handwritten-style font.The logo for addvocates features the word "addvocates" in a blue, lowercase, sans-serif font. A green checkmark is integrated into the letter 'v'. Below it, the text "THE ADDISON VOLUNTEER PROGRAM" is written in a smaller, blue, uppercase, sans-serif font.

**IN SIGNING THIS WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT** I have read the foregoing Waiver of Liability and Hold Harmless Agreement; understand it; sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age, or have the consent of my parent or legal guardian because I am under the age of 18; and fully competent; and I execute this Agreement for full, adequate, and complete consideration fully intending to be bound by the same.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer's Parent or Legal Guardian (if under age of 18)

\_\_\_\_\_  
Human Resources Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date



## Volunteer Agreement

The goal of the Volunteer Program is to afford avenues for individuals to participate with the Town in meaningful tasks and assignments. The benefit is mutual: The Volunteer has an opportunity to become more involved in the community and make contributions toward improved services, while the Town has an additional resource for providing valuable services to our residential and business community. A Volunteer is defined as one who offers non-compensated service to the Town of Addison and who has been approved to participate in the Addison Advocates Program.

I desire to volunteer with the Town of Addison, Texas (“hereinafter ‘Town’”). In consideration of the Town’s agreeing to allow me to volunteer, the sufficiency of which consideration is hereby acknowledged, and understanding that the Town must maintain certain operational standards.

Please read the following information, initial where noted, and sign below to indicate your receipt and acknowledgment:

1. I agree to contribute my talents and energies to my assigned tasks and to assist in creating a positive environment for the Volunteer Program.
2. I hereby affirmatively state that I understand that I shall receive no compensation whatsoever for performing work for and on behalf of the Town. All activities observed, undertaken or performed by me shall be performed without promise, expectation or receipt of compensation for services rendered and without expectation, promise, or representation, expressed or implied, of employment with the Town of Addison. If I am a Town of Addison employee, I understand that these same rules, requirements, waivers, releases, and/or instructions apply to me, as they do to all volunteers.
3. I understand that my volunteering is at will and may be terminated at any time and for any reason. My service can be terminated by myself or by the Town of Addison for cause or without cause and with or without any notice. \_\_\_\_\_ (initial)
4. I am aware that during the course of my volunteerism confidential and sensitive information may be privy and available to me. I understand and agree that confidential information must not be shared, repeated, disseminated or disclosed by me in any manner. I hereby affirm that I will only use this information for the governmental purposes of the Town of Addison, Texas.
5. I understand that I may be subject to criminal or civil penalties if it is determined that I breached my duty in regard to confidential or sensitive information or I used this information for a purpose that does not further the interests of the Town of Addison, Texas.\_\_\_\_(initial)

The logo for Addison, Texas, featuring the word "Addison!" in a blue, cursive script font.The logo for addvocates, featuring the word "addvocates" in a blue, lowercase sans-serif font with a green checkmark above the 'v'. Below it, the text "THE ADDISON VOLUNTEER PROGRAM" is written in a smaller, blue, uppercase sans-serif font.

6. I further understand and agree that by signing below I am indemnifying and holding harmless the Town against any and all claims, demands, and/or liability of any kind or nature that may be brought against the Town by any party stemming from alleged wrongful acts or failures to act in my provision of volunteer services.\_\_\_\_(initial)

7. I fully understand that Worker’s Compensation insures me and hereby waive all claims or causes of action for physical injury or illness that may accrue by virtue of my service to and for the Town of Addison. \_\_\_\_\_ (initial)

8. I agree to abide by all the regulations and policies as established by the Town.

**ALL OF THE FOREGOING STATEMENTS, REPRESENTATIONS, AND WAIVERS ARE FREELY AND VOLUNTARILY MADE AS NOTED BY MY UNDERSIGNED SIGNATURE.**

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer’s Parent or Legal Guardian (if under age of 18)

\_\_\_\_\_  
Human Resources Director’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date



## Background Check Information

(Confidential Information to be used by Human Resources only)

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender:  Male  Female

It is the policy of the Town of Addison to obtain a criminal record history and identity check on each of its volunteers. I understand that a criminal history check will be administered as well as verification of any information provided as part of the volunteer process, such as reference checks, review of drivers license record, etc. In order to complete our files, we are requesting that you sign the release form below so that we may obtain the necessary information.

The statements made by me in this application are true and complete to the best of my knowledge, and I understand it is subject to verification by the Town of Addison. I understand that any false information, omissions of facts or misrepresentations may disqualify me from volunteer work with the Town of Addison or immediate release from volunteer work.

I hereby authorize the Town of Addison to conduct a criminal background check and identity verification.

Have you lived outside of Texas within the past five (5) years?  Yes  No

If yes, then please list the city/cities and state/states that you have lived in the past five (5) years. If you need additional space, then please use the bottom of this page.

CITY	STATE

I hereby authorize the Town of Addison to conduct a background check.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date



For office use only: Check date: \_\_\_\_\_ Staff initials: \_\_\_\_\_