



Colleyville Public Library

Volunteer Permission Form

Name: _____
Last First

Parent Name: _____
Relation ship: _____

As a volunteer, I agree

- 1. To accept the guidance and decisions of the staff,**
- To recognize the function of the paid staff, maintain smooth working relationships with them, and stay within the bounds of volunteer responsibilities.
- To always wear a volunteer nametag.
- To report on time, as scheduled, and check in with the staff upon arrival at work. To record volunteer hours on the volunteer time sheet. To inform my supervisor as soon as possible if I am unable to keep my schedule.
- To dress appropriately and act courteously to patrons and employees. To maintain the dignity and integrity of the library with the public and patron confidentiality which is guaranteed under the Texas Law. I will not discuss any patrons by name or their materials selections.

Applicant Signature: _____ Date: _____

Signature of Parent or Guardian: _____ Date: _____

Please return this form to: Colleyville Public Library
110 Main St.
Colleyville, TX 76034

Thank you for volunteering.

- 1. You will need to register online prior to attending a training session.**
Please go to <https://www.colleyvillelibrary.com/about-us/volunteering/teen-volunteers> to fill out our online registration.
- 2. Have the above permission form signed by a parent or guardian. You must return this form prior to attending one of our mandatory volunteer training sessions** (first Tuesday of the month).