



City of Port Aransas Volunteer Application

Volunteer Eligibility Requirements

Parent/Guardian consent required if under the age of 18

Personal Data

Full Name: _____ Today's Date: _____
Last First Middle or M.I.

Address: _____
Street Address Apt/Unit#

City State Zip Code

Phone: _____ Email address: _____

Text? ☐ yes ☐ no

Are you over the age of 18: ☐ yes ☐ no If under 18, Date of Birth: _____

* If you are under eighteen (18), a parent/guardian needs to complete the Disclaimer Section under your signature.

Availability & Preferences

Dates available: Begin: _____ End: _____

Day(s) and Time(s) Available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	_____	_____	_____	_____	_____	_____	_____
PM	_____	_____	_____	_____	_____	_____	_____

Do you have a certain number of hours that you need to complete? _____
If yes, please specify how many hours _____

Do you have a deadline to complete your volunteer work? _____
If yes, when is the deadline? _____

Why do you want to volunteer with the City of Port Aransas? _____

Emergency Contact Information

List name, relationship, and phone number of person(s) to be notified in case of an emergency.

Name	Relationship	Phone Number

City of Port Aransas Family Members

Are you related by blood or marriage to any members of the City Council or any person now employed by the City of Port Aransas? _____ Yes _____ No If yes, please identify below:

Name	Relationship	Department	Job Title

Background Information

Have you ever been convicted of any misdemeanor or felony excluding minor traffic offenses?

_____ Yes _____ No

If yes, please describe in full, the nature of the charge, the date of the offense, the date of the conviction, the location or jurisdiction, and the punishment assessed (probation/prison).

Waiver of Confidentiality

I hereby waive my right of confidentiality and both authorize and request that information pertaining to my criminal history (if any) and driving record be made available to the City of Port Aransas to whom I have made an application to volunteer. A Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on **Name** and **Date of Birth** identifiers I supply. If volunteering with the Police Department, the following additional checks will be conducted: a driver's license/ID card check, and a local warrant check.

Applicant's Signature

Date

State and Driver's License Number

Class of License

Date of Birth

(Applicants that have been arrested for any offense within the past two years; applicants that have been listed as a suspect in any investigation within the past two years; or applicants that have ever been convicted of a felony, theft, or crime of moral turpitude may be disqualified from service as a volunteer.)

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime%20Records%20Information/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES ____	NO ____ ____ initial
Purpose of CCH: _____	
Empl ____	Vol/Contractor ____ ____ initial
Date Printed: _____	____ initial
Destroyed Date: _____	____ initial
Retain in your files	

Disclaimer and Signature

I hereby certify that I have a sincere interest in obtaining a volunteer assignment with the City of Port Aransas and that all of the answers to questions herein and all other information otherwise furnished are true and correct.

Signature: _____

Date: _____

*COMPLETE ONLY IF APPLICANT IS UNDER 18 YEARS OF AGE. I give: _____
my permission to serve as a volunteer for the City of Port Aransas.*

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Volunteer Interest

Please refer to attached Job Descriptions for each Department

Library

I will be volunteering as a: (please check all that apply)

Library Page ☐

Library Program Volunteer ☐

Photographer ☐

Special Event Coordinator ☐

Parks & Recreation

Nature Preserve Volunteer ☐

Photographer ☐

Special Event Volunteer ☐

Nature Preserve Host ☐

Program/Education Volunteer ☐

(Special Events may include Christmas Tree Lighting, "Noon" Year's Eve, Winter Texan/Resident Activities, Set up for Enchanted Holiday Forest, Santa in the Park, New Meander, Spring Celebration, and Trunk or Treat)

Police Department

I will be volunteering as a: (please check all that apply)

Animal Socializer ☐

Kennel/ Grounds Maintenance Volunteer ☐

Referral Source (if any):

☐ High School Program

☐ State Program

☐ Volunteer

☐ Web

☐ Friends

☐ Newspaper

☐ Other: _____

Special Skills or Interest: _____

Volunteer Job Descriptions

Library

All Library Volunteers must record hours by signing in and out on the Volunteer Sheet

Library Page

Tasks may include: Helping to maintain the availability of library materials by organizing materials into their proper sequence, shelving books and other materials, reading the shelves, keeping shelves neat and tidy, and helping sort donations. Skills required: Ability to alphabetize and put things in numerical order. Ability to lift 20 pounds, bend and reach above head.

Library Program Volunteer

Tasks may include: Greeting or directing participants, help preparing materials prior to program, help setting up/taking down materials for program, distributing informational material during program, and counting participants. Responsible for helping with any of the following: summer reading program, book club, fundraising, festivals, social events, etc. Skills required: Ability to communicate with the public face to face.

Photographer

Tasks may include: Taking, uploading and sharing photos of participants during library programs or special events the library participates in. Verify permission to photograph is on file. Photos will be used for promotional and educational purposes. Skills required: Previous photography experience is preferred.

Special Event Coordinator

Tasks may include: Help organize volunteers. Schedule, train, recruit and organize event for volunteers. Work with the Library Director to create and implement a successful special event. Skills required: Organization and planning skills. Able to work with all types of people in a professional manner.

Parks & Recreation

Nature Preserve Volunteer

Duties: Conduct weekly work days at various Nature sites throughout town. Tasks include litter removal, planting, weeding, light carpentry projects and working in the green house. Occasional special events like invasive species removal work days will involve work with cutting tools and herbicide. Qualifications: Volunteers should be able to stand, bend, lift, use tools, and follow instructions.

Program/Education Volunteer

Duties: Lead activities for school groups or the public. Qualifications: Certified expert or instructor in applicable field (aerobics, naturalist, etc.); other related experience and credentials will be considered for public programming.

Parks & Recreation (continued)

Special Event Volunteer

Duties: Assist staff with special events for holidays, festivities, and large events. Volunteers help with set up, run activities, photograph participants, count attendees, break down and clean up. Occasional carpentry, painting and other skills are requested for special projects. Qualifications: Enjoy working with groups of people, take direction well, adaptable.

Photographer

Duties: Take, upload and share photos of participants during Parks & Recreation activities or special events. Verify permission to photograph is on file. Photos will be used for promotional and educational purposes. Qualifications: Previous photography experience is preferred.

Nature Preserve Host

Preserve Host(s) will serve as greater, interpretive guide, and resource for visitors at the Nature Preserve sites and on trails. Host(s) may also assist with maintenance activities on the trail and at site entrances and volunteer work days. As the budget allows, full-time preserve Host(s) will be provided with an RV spot in Port Aransas near the Nature Preserve.

Police Department

Animal Socializer

Interacts with animals housed in the shelter to improve or maintain the animal's ability to interact with humans. May include, but not limited to, playing with, exercising, petting, grooming, and otherwise interacting with animals housed in the shelter.

Kennel/Grounds Maintenance

Assist in maintaining kennels by changing bedding, washing and drying blankets, washing down and sanitizing kennels.