

**VOLUNTEER APPLICATION  
LIABILITY RELEASE**

**PLEASE READ CAREFULLY BEFORE SIGNING!**

By volunteering at the San Marcos Housing Authority you accept responsibility for the safety and actions of yourself, your children, those accompanying you, and your possessions. The staff, other volunteers, and clients of San Marcos Housing Authority cannot safeguard or be responsible for you, your children, or your possessions.

The undersigned does hereby agree, both individually and on behalf of his or her children, to the following:

- To abide by the policies and regulations of the San Marcos Housing Authority (SMHA)
- To respect the person, privacy and possessions of the clients, staff, and volunteers of the San Marcos Housing Authority. In addition, if in the course of my volunteer service I become aware of personal information relating to current or former SMHA clients, I will not divulge this information to anyone who does not have a legitimate right to it.
- To release, acquit, hold harmless and discharge SMHA, its board of directors, officers, agents, employees, volunteers, and contributors, of and from any and all manner of claims, causes of action, debts or demands, responsibility, liability of, to, and for any injuries, property damage, theft, illnesses, arising in connection with the volunteer experience provided by SMHA.
- To indemnify and hold SMHA its staff, board of directors, officers, agents, employees, volunteers, and contributors harmless from any and all claims, demands, debts, causes of action, responsibility and/or liability relating to the acts or omissions of the undersigned and/or his or her children and to reimburse said entities all costs and attorney's fees expended in defense of such claim.

\_\_\_\_\_  
Volunteer's signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
SMHA Employee

## **Consent for Criminal Background Check**

I hereby give unrestricted permission to San Marcos Housing Authority (SMHA) to obtain information relating to my criminal background history. The criminal background history as received from the reporting agencies may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with SMHA. I also understand that as long as I remain a volunteer of SMHA, the criminal background history check may be repeated at any time. If denied eligibility to volunteer based on check findings, I understand that I will have an opportunity to review the criminal background history and a procedure is available for clarification, if I dispute the data as received.

I, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify SMHA, the company performing the criminal background check, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debt, and sums of money, claims and demands whatsoever, including negligence and gross negligence, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation into my criminal background in connection with my application to become a volunteer of SMHA. I understand that I have the obligation to report to SMHA any changes in my criminal background history after the date that I sign this form, the San Marcos Housing Authority Volunteer Application Form, including this Consent for Criminal Background Check.

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Volunteer Applicant's signature

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Phone

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Date

# VOLUNTEER GUIDELINES

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1. During volunteer time, I will focus my attention on the children.
2. I will be honest in recording the time and date I volunteered on paper.
3. I agree to dress appropriately around the children and make every effort to appear clean, neat and personally inoffensive.
4. I agree to be a role model and conduct myself in an appropriate manner with the children.

## DO's and DON'Ts

1. **DON'T** use your cell phone during the program time. Unless you are expecting an important phone call or using it for a purpose of an activity, please don't use this time to text, talk, or listen to music.  
**DO** keep your cell phone out of sight or in my office.
2. **DON'T** use any explicit language around the children. Even be cautious using words (especially around the younger children) such as "sucks", "shut-up", "stupid", etc.  
**DO** use positive words that will encourage and strengthen a child's self-esteem.
3. **DON'T** wear anything that is too tight, too revealing, showing underwear, have graphic pictures or logos, or uncomfortable shoes.  
**DO** wear clothing you are comfortable moving around in and shoes comfortable enough to walk, run, or play.
4. **DON'T** discuss topics that are inappropriate for children during the kid's program (including partying, drinking, bars, clubbing, etc). Remember: children are naturally curious and "nosey." They are listening and they can hear you.  
**DO** engage children in conversations. Listen as well as talk.
5. **DON'T** let the children take advantage of you or push your buttons.  
**DO** stand your ground, keep with the schedules and rules, and follow through with discipline.
6. **DON'T** yell at or handle a child in a physically inappropriate way.  
**DO** make aware of boundaries (physical or otherwise) with the children.
7. **DON'T** let the children leave with anybody but their parent or whoever is authorized to pick them up.

## REMEMBER:

- Play and be a part of each activity! If you enjoy it, the children will enjoy it even more.
- Don't be afraid to connect with the children.
- You are the adult. You have more control of your feelings and the situation.