



## Teen Volunteer Permission Form

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VOLUNTEER NAME: \_\_\_\_\_  
*First* *Last*

Parent/Guardian Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**As a volunteer, I agree:**

1. To accept the guidance and decisions of the staff,
2. To recognize the function of the paid staff, maintain smooth working relationships with them, and stay within the bounds of volunteer responsibilities.
3. 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.
4. 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:**  
Debby Matthews, Volunteer Coordinator  
Benbrook Public Library  
[Debby@benbrooklibrary.org](mailto:Debby@benbrooklibrary.org) / 817.249.6632

*This form must be filled out and returned before signing up for any volunteer shifts.*

(updated March '26)