



Contact

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LEON VALLEY PUBLIC LIBRARY

Thank you for your interest in volunteering with the Library!

We're so glad you're here. Volunteers are a vital part of what makes our library such a welcoming and vibrant place, and we truly appreciate your willingness to get involved. This packet includes all required forms to begin the volunteer process.

As a volunteer, you'll work alongside library staff to support programs, assist with services, and help create a positive experience for our community.

Because many of our programs involve children, all volunteers age 17 and over must complete a criminal background check through the City's Human Resources department. This process typically takes a couple of weeks.

Once you've been approved, we'll reach out to schedule your first shift based on your availability.

Please complete and return all forms together for processing.

If you have any questions while filling out your form, please contact Cindy Alvarez, our Assistant Library Director and Volunteer Coordinator, at (210) 684-0720 or c.alvarez@leonvalleytexas.gov.

We can't wait to have you on the team!

Regina Reed

Regina Reed, Library Director

Volunteer Emergency Contact Information
Please Print

Volunteer Information

Name: _____
Cell Phone Number: _____
Email Address: _____

Emergency Contact #1

Name: _____
Relationship to You _____
Home Address: _____
Cell Phone Number: _____
Email Address: _____
Work Phone Number: _____

Emergency Contact #2

Name: _____
Relationship to You: _____
Home Address: _____
Cell Phone Number: _____
Email Address: _____
Work Phone Number: _____

Signature _____ Date _____

If Under the Age of 18, please have a parent or guardian sign below:

Printed Name _____ Date _____
Signature _____ Date _____

Leon Valley Public Library Volunteer Opportunities

Please check all opportunities that interest you. All volunteer positions require at least minimal training from library staff.

Do you need Volunteer Hours for school, work, or another organization?

Yes No If yes, please explain _____

Programs & Events

I have indicated my availability on the Current Program Volunteer Schedule.

Duties may include:

- Program preparation
- Set-up and clean-up
- Assisting staff during programs

Some opportunities may require a regular weekly commitment.

Library Support

Duties may include:

- Shelving and organizing materials
- Shelf-reading and inventory support
- Preparing materials (labeling, covering, stamping)

Local History Digitization

Duties may include:

- Scanning photographs and documents
- Organizing digital files
- Basic data entry and research

Flexible / Special Skills

My availability varies, or I have a skill or service I would like to offer:

2026 Programs & Events Volunteer Interest Form

Please indicate your interest in volunteering for Programs & Events on the Leon Valley Public Library Volunteer Opportunities form.

Baby Programs (Storytime & Open Play)

_____ I understand that this requires a weekly commitment on Tuesdays from 10:30am – 12:30pm.

Duties may include:

- Assisting with storytime activities (songs, movement, and engagement)
- Sitting on the floor and participating in up-and-down movements
- Setting up and putting away toys and play materials
- Organizing and cleaning toys and play areas after use
- Supporting staff in maintaining a safe and welcoming environment for caregivers and children

Early Childhood Programs (Storytimes, Scavenger Hunts, Pretend Play, etc.)

_____ I understand that this requires a weekly commitment on Thursdays from 10:00am – 12:00pm.

Duties may include:

- Assisting with program activities (storytime, guided play, and group participation)
- Supporting children during activities such as scavenger hunts and pretend play
- Setting up and putting away program materials and supplies
- Organizing and cleaning toys, materials, and activity spaces after use
- Supporting staff in maintaining a safe, engaging, and welcoming environment

2026 Summer Reading Programs & Events Volunteer Interest Form

Please indicate your interest in volunteering for Programs & Events on the Leon Valley Public Library Volunteer Opportunities form.

Robotics

_____ I understand that this requires a weekly commitment on Tuesdays from 2:30pm – 4:30pm. No coding or robotics experience necessary.

Duties may include:

- Assisting participants with robotics activities and basic troubleshooting
- Helping distribute, collect, and organize equipment and materials
- Supporting staff in guiding participants through instructions and tasks
- Setting up and breaking down robotics equipment
- Maintaining a safe and organized workspace

School Age Craft Programs

_____ I understand that this requires a weekly commitment on Wednesdays from 2:30pm – 4:30pm.

Duties may include:

- Assisting children with craft activities and following instructions
- Distributing and organizing craft supplies and materials
- Supporting staff in guiding participants through projects
- Setting up and cleaning up craft areas before and after programs
- Maintaining a safe, organized, and welcoming environment

Teen & Adult Craft Programs

_____ I understand that this requires a weekly commitment on Thursdays from 5:30pm – 7:30pm.

Duties may include:

- Assisting participants with craft activities as needed
- Distributing and organizing supplies and materials
- Setting up and cleaning up craft areas before and after programs
- Supporting staff in maintaining a welcoming and organized environment

Friday SuperFUN Days (Outdoor & High-Energy Activities)

_____I understand that this requires a weekly commitment on Fridays from 9:30am – 12:00pm.

Duties may include:

- Assisting with outdoor activities such as bubbles, foam, color play, and field day-style games
- Helping set up and break down activity stations and materials
- Supervising participants and helping maintain a safe environment
- Assisting with crowd flow and general event support
- Cleaning and organizing materials and spaces after activities

Leon Valley Public Library Volunteer Dress Code Agreement

In their appearance and actions, Leon Valley Public Library volunteers often work with and within the public's presence and represent the City of Leon Valley and the Leon Valley Public Library. Due to that nature, we ask that all library volunteers acknowledge and follow the dress code:

- **Tops:** No tank tops, spaghetti straps, crop tops (without undershirts), tube tops, bikini tops, or halter tops may be worn. T-shirts, casual shirts, dress shirts, sweaters, vests, sleeveless sweaters and shirts, blouses, polos, oxford shirts, and other business-style shirts may be worn.
- **Bottoms:** Slacks, dress pants, and jeans may be worn anytime. Bermuda shorts (usually about one to two inches above the knee), leggings under a dress or tunic, and loose-fitting yoga-style pants are also acceptable.
- **Dresses** must meet the above guidelines and are within an inch or two above the knee. Remember that you may be moving a lot, placing and picking up items off the floor, or sitting on the floor.
- **Shoes:** Closed-toe shoes are required for safety.

No clothing may contain obscene or profane language, inappropriate or offensive behavior, or alcohol or drug use. If you're not sure, don't wear it.

Signature _____ Date _____

If Under the Age of 18, please have a parent or guardian sign below:

Printed Name _____ Date _____
Signature _____ Date _____

Confidentiality Statement

I realize that in my capacity as a Leon Valley Public Library volunteer I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my services as a volunteer has ended.

Signature _____ Date _____

If Under the Age of 18, please have a parent or guardian sign below:

Printed Name _____ Date _____
Signature _____ Date _____



APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____ Date of Birth _____
 Name _____ Social Security No. _____
 Present address _____ City _____ State _____ Zip _____
 Telephone No. (H): _____ (W): _____ (Mobile): _____
 Email Address: _____

Are you legally eligible for employment in the U.S.A.? Yes ___ No ___ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applying for: LIBRARY VOLUNTEER

Were you previously employed by us? _____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 20__.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?	DIPLOMA/DEGREE OBTAINED & CREDIT HOURS COMPLETED
			1	2	3	4		
HIGH							Diploma/GED: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
			Month: _____		Year: _____			
			Month: _____		Year: _____			
COLLEGE							Degree: _____ Credit Hrs Completed: _____ <input type="checkbox"/> YES MM/YR: ___/___ <input type="checkbox"/> NO	
			Month: _____		Year: _____			
			Month: _____		Year: _____			
OTHER							Type: _____ Credit Hrs Completed: _____ <input type="checkbox"/> YES MM/YR: ___/___ <input type="checkbox"/> NO	
			Month: _____		Year: _____			
			Month: _____		Year: _____			



INFORMATION RELEASE AUTHORIZATION
Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize the City of Leon Valley or its agent to obtain information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, any law enforcement agency and all employees of a law enforcement agency furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages provided to the City of Leon Valley are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for volunteerism, internship, employment or continued employment which could result in disciplinary action including termination.

Signed _____

Date _____

THIS FORM IS NOT TO BE USED AS A CONSENT/AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):

I acknowledge that a Computerized Criminal 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. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

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 [Crime Records General Information | Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History 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. **Acknowledge by signing below.**

Applicant Signature:	Date:
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Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name:

Authorized User:

Signature of Authorized User:

Date of Name-Based CCH Search:

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.

Purpose for CHRI Search.	<input type="checkbox"/> Applicant <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. <input type="checkbox"/> NO, CHRI is not stored by agency. <input type="checkbox"/> YES, CHRI is stored by agency.
CHRI Retention Period	<input type="checkbox"/> Temporarily Only <input type="checkbox"/> Annual <input type="checkbox"/> None Stored/Saved <input type="checkbox"/> Other:
CHRI Storage Method	<input type="checkbox"/> Physical/Printed (paper copy) <input type="checkbox"/> Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	
Destruction Method	Explain:

[CHRI + Audit Resources Link](#)

Volunteer Liability Release Form

In consideration of my desire to serve as a volunteer with the **Leon Valley Public Library, City of Leon Valley**, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary relief effort, disaster exercise, or other activity of any nature, including the use of equipment and facilities of the City of Leon Valley.

Further, I, for myself and my heir, executors, administrators and assigns, hereby release, waive, and discharge the **City of Leon Valley** and its officers, directors, employees, agents, and other volunteers of and from any and all claims which I or my heirs, administrators, and assigns ever may have against any of the above for on account of, by reason of, or arising in connection with such volunteer relief efforts or my participation therein, and hereby waive all such claims, demands, and causes of action.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the **State of Texas** and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that my work is completely voluntary, and I will not receive payment of any kind from the **City of Leon Valley** for work rendered. I will also follow the **City of Leon Valley** policies while working in a volunteer capacity.

I currently have no known mental or physical condition that would impair my capability for full participation as intended or expected of me.

I, the undersigned, am at least 18 years of age, or I am the parent or guardian of a participant who is less than 18 years of age. I have read the Volunteer Liability Release form and understand all its terms. I execute it voluntarily and with full knowledge of its significance. Furthermore, I have carefully read the foregoing release and indemnification and understand the contents thereof, and sign this release as my own, free act.

_____ <i>Signature of Participant</i>	_____ <i>Date</i>	_____ <i>Witness</i>
_____ <i>Printed Name</i>		
_____ <i>Signature of Parent/Guardian</i>	_____ <i>Date</i>	_____ <i>Witness</i>
_____ <i>Printed Name</i>		