



TOWN OF BRATTLEBORO

Human Resources
Department 230 Main Street,
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05301
Office: 802-251-8135

Volunteer Application & Policy

Policy Brief & Purpose

To establish guidelines for Town of Brattleboro volunteers. It is the policy of the Town of Brattleboro to review applications and conduct criminal record checks on all volunteers, of all types including but not limited to coaches or program instructor(s) applicants who have applied as a volunteer. *The criminal records check is not applicable to applicants under 18 years of age.*

Scope

The applicant understands that they must be at least 13 years of age to volunteer for the Town of Brattleboro and if they are under the age of 18 years of age and/or attending high school they will need parental/guardian consent.

Upon being offered a volunteer position, they understand that they may be required to provide additional information.

Requirements

It is the policy of the Town of Brattleboro to conduct criminal record checks on all volunteers (over 18 years of age), of all types including but not limited to coaches or program instructor(s) applicants who have offered to volunteer. Furthermore, it is the policy of the Town of Brattleboro to make the offer of the volunteer conditioned upon the outcome of the individual criminal record check, conducted by the Vermont Criminal Information Center (VCIC). Pursuant to Vermont Statutes Annotated Title 20 Section 2056 (g), it is unlawful to disclose confidential criminal history record information inconsistent with the requirement of Title 20.

Procedure

To help the Town of Brattleboro provide a safe environment for the children participating in our programs, if you are 18 years or older, you must complete the "Vermont Criminal Information Center Vulnerable Populations Program Vermont Release Form" and register with Sterling Volunteers for a National Background Check.

Volunteer Application

PLEASE PRINT					
Name				Pronouns	
Mailing Address					
City		State		Zip Code	
Email			Phone		Mobile
Emergency Contact			Phone		
I would like to volunteer in the...				Are you an RSVP of Windham County Volunteer?	
<input type="checkbox"/> Main Library <input type="checkbox"/> Children's Room <input type="checkbox"/> No Preference				<input type="checkbox"/> Yes <input type="checkbox"/> No	
What would you like to do at the library? <input type="checkbox"/> Shelving <input type="checkbox"/> Shelf-reading (making sure items are in the correct order) <input type="checkbox"/> Cleaning <input type="checkbox"/> Event Set-up/Clean-up <input type="checkbox"/> Other: _____					
Do you have any special skills, past work, or volunteer experiences which would help us to find volunteer opportunities at the library that highlight your strengths? 					
Do you prefer to volunteer on special projects or have a regular volunteer schedule?					
If you would prefer a regular schedule, what times are you available during the week?					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Volunteer Acknowledgement

- ❖ I know of no reason, medical or otherwise, which would prevent me from performing the tasks that are required by the above scope of work.
- ❖ I have acquainted myself with what is required to perform those tasks, and I represent that I have the skills and abilities to perform them.
- ❖ I assume full responsibility for my own safety and agree to hold the above-named municipality harmless for any injury to me or damage to my property, except where such injury or damage results from the negligence of the municipality or its employees.
- ❖ I am a volunteer worker and therefore am not covered by the town's workers' compensation policy.
- ❖ I will observe the current employee handbook policies, acting honestly and ethically in the performance of my volunteer duties.
- ❖ As a volunteer, I shall treat everyone with respect, courtesy, and dignity.
- ❖ As a volunteer, I shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- ❖ I understand that my application may be denied, or my volunteer services are subject to start and end as determined by the Town's senior management or their designee.
- ❖ I will perform the volunteer service in compliance with the standards and specifications established by the municipality and further agree to use any personal protective equipment (if any is required) in accordance with guidance from the municipality; and I agree that if I work with children, the elderly, or other vulnerable populations, I consent to the municipality performing a criminal record check on me.
- ❖ *Criminal record checks are only applicable to applicants over the age of 18 years.*

Understanding: I certify that all information is true, correct and given voluntarily. I understand that this information may be disclosed to any party with legal proper interest. I release the Town of Brattleboro from any liability whatsoever for supplying such information.

Volunteer Applicant's Signature: _____

Date: _____

I am under the age of 18 years of age and/or attending high school and I will need parental/guardian consent. **Yes / No**

The next page is to be completed by the Parent/Guardian of any Volunteer applicant under the age of 18.

For Parent/Guardian for Volunteer Applicants under the age of 18

Understanding: I certify that all information is true, correct and given voluntarily. I understand that this information may be disclosed to any party with legal proper interest. I release the Town of Brattleboro from any liability whatsoever for supplying such information.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Town of Brattleboro's Commitment

Just like we expect our volunteers to comply with this policy, our organization has responsibilities that we are obliged to follow.

We will:

- Enforce this policy with Human Resources and senior management as well as volunteers & employees.
- Treat everyone equally when acting without discriminating against protected characteristics.
- Prohibit victimization, violence, and retaliation of any kind.
- Examine each situation separately and consider all aspects and perspectives before making decisions.
- Our volunteers should always follow our anti-discrimination policy.

We will keep our volunteers' freedom and individual rights in mind and follow the law.

(END APPLICANT PORTION)

Criminal record checks are only applicable to applicants over the age of 18 years.

Below is only for the Municipal Contact to complete:

Printed Name of Municipal Contact in charge of volunteer:

Department: _____ Date: _____

Be sure to make A COPY OF APPLICANTS' PHOTO ID (Or Parent/Guardian's Photo ID for underage applicants), IT MUST ACCOMPANY THIS APPLICATION FORM.

Be sure to send this application with the Criminal Record check form to Human Resources, attention: HR Director.

The Sterling Volunteers and the Criminal Record check must be completed successfully before the volunteer may begin. HR will contact you once the results are completed.

This version expires any previous versions of this policy as of this date: 04/25/2024.

This policy will be updated as necessary. scN