



# Volunteer Laurel! Application

Return application to

Carrean Koubek:

[laurelvolunteer@laurel.md.us](mailto:laurelvolunteer@laurel.md.us)



Birthday(MM/DD): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Best One We  
Can Reach You On): \_\_\_\_\_

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

**Volunteer Objective**  
(Let us know what  
opportunities you are  
looking for):



- Office Setting
- Commission, Board, Committee ie: Board of Appeals, Arts Council, 4th of July, Planning, Bee City, etc.
- City Event ie: Cleanups, Earth Day, Green Living, etc.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AVAILABILITY

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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Days of the Week: 

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Times: 

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Available Holidays?

Yes

No

## SKILLS/TRAINING



## WORK EXPERIENCE, VOLUNTEERING, & EXTRA-CURRICULAR ACTIVITIES



## CERTIFICATIONS



Two Non-Family Member References:

1. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_



Emergency Contacts:

1. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relation: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relation: \_\_\_\_\_



Do you have access to a vehicle to get you to and from volunteer work?

Yes  No



Have you ever been convicted of anything other than a minor traffic violation?

Yes  No

Signature

Date



# City of Laurel VOLUNTEER LAUREL! WAIVER



**THIS WAIVER**, executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023,  
by \_\_\_\_\_, a volunteer (hereinafter "Volunteer"), in favor of  
the Mayor and City Council of Laurel, Maryland (hereinafter "City"), a body  
corporate in the State of Maryland.

**WHEREAS**, Volunteer has agreed to participate as a Volunteer in a City-  
sponsored program; and

**WHEREAS**, Volunteer wishes to release the City from and against any claim  
Volunteer has or may in the future have against City for injury of any type and  
kind that Volunteer may receive, directly or indirectly, from volunteer's  
participation in a City-sponsored program; and

**WHEREAS**, Volunteer also agrees to waive any and all claims, actions, and the  
like against the City arising out of Volunteer's participation.

**NOW THEREFORE**, in consideration of Volunteer being allowed to participate  
in the City program, as well as other good and valuable consideration, receipt  
and sufficiency of which is acknowledged by Volunteer, he/she agrees as  
follows:

Volunteer hereby waives and releases the City from and against any and all  
claims, suits, judgments, causes of action, and the like which may arise as a  
result of any injury to Volunteer, directly or indirectly, related to Volunteer's  
participation in a City-sponsored program or event. This waiver is to be  
interpreted in its broadest legal sense to protect the City against any such  
action by Volunteer.

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**Volunteer Printed Name**

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**Date**

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**Volunteer Signature**



# City of Laurel

## VOLUNTEER LAUREL!

## CODE OF CONDUCT



The Volunteer Code of Conduct sets out the standard of conduct expected of all City of Laurel volunteers.

### Definitions

**Volunteer** is an individual who is appointed by the City of Laurel to serve on a Commission, Committee, Taskforce, Citizens Advisory Committee, providing support during an activity, a CERT member or volunteering within a City Department or one of the following:

- In a formal volunteer program with the City of Laurel.
- Of benefit to the community and the volunteer.
- Of the volunteer's own free will and without coercion.
- For no financial reward.
- That compliments, but does not replace the services provided by paid employees.

### Policy Statement

Volunteers have the **same level of responsibility as the paid workforce** with regard to their behavior and activities while carrying out their duties for the City in a volunteer capacity.

### Principles of this Code of Conduct

There are **three broad principles** that reinforce the ethics and standards of conduct of volunteers engaged in Laurel's Local Government:

- Integrity
- Respect
- Accountability

### Integrity

**Volunteers must act in a fair, honest and proper manner according to the law when carrying out their roles. This includes but is not limited to:**

- Behaving in a reasonable, just and non-discriminatory way.
- Acting in good faith and not for improper or ulterior motives Being able to formally identify themselves as volunteer at all times.
- Volunteers must act with reasonable care and be diligent in the performance of their role.
- Carry out lawful policies, instructions and decisions of their designated supervisor/chairman in a respectful manner.
- In so far as is reasonably practical, based on individual experience and training, be aware of the effectiveness and efficiency of the activities and services for which they are responsible.

**Volunteers must guard against a conflict of interest by:**

- Ensuring that personal interest does not improperly influence the way in which they carry out their duties.

- Not seeking gifts or benefits of any kind.
- Not accepting any gift or benefit that may reasonably create a sense of obligation on their part or may be reasonably perceived to be intended to or would reasonably be likely to influence them in carrying out their public duty.

### Respect

Volunteers must be fair, honest and transparent in their dealings with individuals and organizations and behave in a manner that facilitates constructive communication between the City, its staff, other volunteers and the community. **This means volunteers will:**

- Be honest and fair with all members of the community.
- Be punctual and reliable.
- Advise the designated supervisor/chair in a timely manner if unable to perform the designated role for any reason.
- Participate and contribute to committee meetings with respect toward all members and in a productive and meaningful manner conducive to the accomplishment of business at hand.
- Provide an accurate and fair representation of Mayor and Council decisions.
- Conduct themselves in a manner that will not reflect unfavorably on the City of Laurel.
- Dress appropriately.
- Follow safety standards for their volunteer role.

**Volunteers will seek to achieve a team approach in an environment of mutual respect, trust and acceptance of their different roles in achieving the objectives by:**

- Acknowledging the value of diversity and the right of all points of view to be heard and considered.
- Contributing to a working environment that is free from harassment or bullying.

### Accountability

**Volunteers understand that:**

- Information obtained by a volunteer as a result of his or her role is not to be willfully disclosed for any purpose that may result in an adverse impact on the City.

**Volunteers must use City resources in a proper and responsible way by:**

- Being mindful of the way in which resources are deployed.
- Conducting themselves in a way that projects a positive image of the City.
- Ensuring that resources are used in the community's interest.

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**I have read the City of Laurel's Volunteer Code of Conduct and understand that if not followed I can be removed from volunteering with the City of Laurel and/or be removed from a Commission/Committee of the City for violating this policy.**

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**Volunteer's Printed Name**

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**Volunteer's Signature**

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**Date**