

Friends Volunteer Agreement & Code of Conduct

Thank you for volunteering for Friends of the Santa Cruz Public Libraries. We welcome your participation.

Please review and complete the agreement. An up to date agreement is required to participate as a Friends volunteer.

* Indicates required question

VOLUNTEER AGREEMENT

Purpose of Volunteer Service

The mission of the Friends is to support the Santa Cruz Public Libraries through fundraising, volunteer services, and advocacy. The Friends are committed to diversity, equity and inclusion at all levels of leadership.

Volunteer Status; No Compensation

The Volunteer understands and agrees that:

- Volunteer service is strictly voluntary.
- The Volunteer is not an employee, agent, partner, or independent contractor.
- The Volunteer will not receive wages, compensation, or employee benefits.
- This Agreement does not create an employment relationship.
- The Volunteer serves on an “at will” basis.

Duties and Scope of Service

The Volunteer agrees to:

- Perform assigned duties responsibly and in good faith.
- Follow all policies, procedures, and guidelines of the Organization and the Santa Cruz Public Libraries. If you are in doubt please contact your Branch Committee Chairperson, Friends President or Executive Director.
- Conduct themselves in a professional and respectful manner.

Volunteer duties may include, but are not limited to:

- Assist with fundraising events
- Provide support for library literacy and key programs
- Participate in outreach and advocacy activities
- Enhance library collections and equipment

Supervision

The Volunteer agrees to follow the direction of the Executive Director and designated Organization staff, board members, committee officers, and/or authorized library personnel.

Policies, Procedures, and Compliance

The Volunteer agrees to abide by all policies and procedures established by the Organization and all applicable Santa Cruz Public Libraries policies, including safety, patron conduct, and facility use policies.

CODE OF CONDUCT

All volunteers shall abide by and conform to these professional standards:

- Volunteers shall act honestly and ethically while in the performance of their volunteer duties.
- Volunteers shall treat all Friends of the Santa Cruz Public Libraries employees, Santa Cruz Public Libraries staff, volunteers, and community members with respect, courtesy, and dignity.
- Volunteers shall be respectful of ethnic, national, and cultural differences.
- Volunteers are expected to uphold Friends of the Santa Cruz Public Libraries mission and maintain a professional image while representing the organization in public.
- Volunteers shall comply with all applicable local, state, and federal laws, while acting on behalf of the Friends, including all laws and regulations that govern appropriate conduct in the workplace.
- Volunteers shall report violations or suspected violations of the Code of Conduct. Violations should be reported to the Executive Director.

Use of Name and Image

The Volunteer grants permission for use of their name or likeness for promotional or educational purposes.

Assumption of Risk; Safety

The Volunteer understands that volunteer activities may involve inherent risks and voluntarily assumes all reasonable risks associated with participation.

Release and Waiver of Liability

To the fullest extent permitted by California law, the Volunteer releases and holds harmless the Organization and its representatives from liability for injury, loss, or damage arising from participation, except in cases of gross negligence or willful misconduct.

Insurance

The Volunteer understands that any Organization insurance may be limited and that the Volunteer is responsible for their own medical and health insurance coverage.

Anti-Racism, Harassment, and Bullying

Friends of the Santa Cruz Public Libraries has a zero-tolerance policy for racism, discrimination, sexual harassment, and bullying of any kind. These behaviors include but are not limited to: offensive physical actions such as lewd gestures; statements meant to humiliate a person publicly or individually; the use of racial slurs or “jokes”; sexually explicit communication that is either written or spoken; any unwelcome physical contact with other volunteers, staff, or clients; any unwanted sexual attention; harassment due to a person’s race, color, gender, identity, religion, language, medical condition, age, culture, national origin, gender expression, disability, marital status, or sexual orientation. If you witness these behaviors, you are required to notify the Friends Executive Director or President as soon as possible.

Confidentiality

During the course of their duties, volunteers may have access to, deal with, or become aware of confidential information and circumstances surrounding those we serve. This information must be kept strictly confidential.

Appearance and Name Badges

We encourage volunteers to dress appropriately so that they can fulfill their volunteer role safely and comfortably. We ask that volunteers wear name badges while representing our organization.

Drug, Alcohol, and Tobacco Use

Volunteer activities must be conducted without the influence of alcohol, marijuana, or illicit drugs. If alcohol is served during a volunteer event or business function, volunteers are expected to conduct themselves in an appropriate and professional manner. Tobacco use is prohibited inside our buildings, and during volunteer activities or events. Tobacco products may only be consumed in designated smoking areas and disposed of responsibly.

Breaches of the Volunteer Code of Conduct

It is at Friends' discretion whether to issue a warning or to terminate services as a volunteer if this Code of Conduct is breached.

Friends of the Santa Cruz Public Libraries is not responsible for any monetary losses accrued as a result of breaches of conduct.

1. Your name: *

2. Mailing address: *

3. Phone: *

4. Email preferred for Friends communications: *

5. Emergency Contact Name *

6. Emergency Contact Name Phone *

7. I confirm that I am age 18 or older *

Check all that apply.

☐ I am 18+ years of age

8. By checking this box below, I indicate that I have read, understood, and agree to ^{*} uphold and abide by this Volunteer Agreement & Code of Conduct.

Check all that apply.

☐ I have read, understood, and agree to uphold and abide by this Volunteer Agreement & Code of Conduct.

Contact your Branch Committee Chair, Friends of the Santa Cruz Public Libraries President, Janis O'Driscoll president@fscpl.org or the Executive Director, Sarah Beck becks@friendsofsantacruzlibraries.org if you have questions or comments.

Agreement Version 5.2026

This content is neither created nor endorsed by Google.

Google Forms

