



SHARON R. BOCK  
Clerk & Comptroller  
Palm Beach County

## Volunteer Services Parental Consent Form (For Volunteers 15-17 Years Old)

In order for your child to become a volunteer with the Clerk & Comptroller, we need your consent. Your involvement will enable your child to enjoy a meaningful volunteer experience. Please read and sign this Parental Consent Form for your child to be considered as a possible volunteer. Please call Human Resources at (561) 355-4172 if you have any questions.

Due to the nature of the Clerk & Comptroller's role and responsibilities your child's volunteer participation will most likely fit the following description.

**Job Description:** Work areas include, but are not necessarily limited to, mail processing, filing, file retrieval/research, records research and retrieval, photocopy, cashiering, data entry, intake, docketing, recording, and front counter customer service.

**Physical Ability:** Tasks may involve regular and sustained performance of moderately physically demanding work, typically involving some combination of stooping, kneeling, and crouching, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). The minimum age for volunteering with the Clerk's Office is 15 years old.

**Sensory Requirements:** Tasks require visual perception and differentiation. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

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### ***To be completed by Parent:***

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Anticipated number of hours per week and schedule for volunteer work:

\_\_\_\_\_

Expected duration of volunteer work: From: \_\_\_\_\_ To: \_\_\_\_\_

## Parental Consent

I understand that my child named above wishes to be considered for volunteer work and I hereby give my permission for my child to serve in that capacity if accepted by the Clerk & Comptroller. \_\_\_\_\_

Initials

I am aware that part of the process includes a background check. As the parent of the referenced minor, I understand the purpose and hereby provide my consent for the background check. \_\_\_\_\_

Initials

I am aware that regular attendance and adherence to the Clerk & Comptroller's policies and procedures will be required of my child. \_\_\_\_\_

Initials

I understand that the Clerk and Comptroller's office will determine, in its sole discretion, whether a particular assignment is appropriate for my child. My child may be reassigned to a different department or a new assignment at any time. \_\_\_\_\_

Initials

A volunteer shall be "at-will" and shall be terminable "at-will" by the Palm Beach County Clerk and Comptroller's Office at any time and with or without cause.

\_\_\_\_\_  
Initials

I understand that no monetary compensation for the services performed will be received. \_\_\_\_\_

Initials

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENTS**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Relationship to Volunteer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date