



Heart of Baytown Volunteer Application

City of Baytown Tourism Division

311 W. Texas Avenue · Baytown, TX 77520 · (281) 420-7194 · Tourism@baytown.org

Please type or print. Please attach additional pages if needed. A fillable PDF version of this application may be requested from the Tourism office. To join the Volunteer Program for the City of Baytown Tourism Office you must be 18 years of age.

Name _____

Address _____

City _____ State _____ Zip _____

Mobile Phone _____ Alt. Phone _____

Email _____

INTERESTS

Please indicate the area(s) in which you are interested in volunteering (check all that apply).

- Brunson Visitor Information Center
- Baytown Tourism Events / Tradeshows
- Baytown Tourism Community Outreach / Public Speaking
- Buc-ee's Tourism Kiosk

What do you love about Baytown? Please tell us why you are interested in becoming part of the Heart of Baytown Tourism Volunteer Program.

WORK AND EDUCATION

Check all that may apply.

- Retired
 - Former job title / occupation _____
- Working
 - Current job title / occupation _____
 - Current employer _____
- Not Working
 - If applicable, formerly worked in the field of _____
- Student
 - Field of study _____

SPECIAL SKILLS AND EXPERIENCE

Check or list any special background skills you have acquired (check all that apply).

- Fluency in another language. Please list _____
- Customer Service. Explain _____

- Group/individual tour guide experience or Certified Interpretive Guide (CIG).
Explain _____

- Docent, informal or formal teaching experiences. Explain _____

- Other skills or experiences we may be interested in. Explain _____

AVAILABILITY

I understand that a minimum of 4 hours per month is required to maintain my volunteer status, unless prior approval is obtained.

I am willing to volunteer a minimum of _____ hours per month.

I am available to volunteer starting on (mm/dd/yyyy) _____

- I am available to volunteer until (mm/dd/yyyy) _____
- I am available for an indefinite period of time.

Indicate what days you are able to volunteer by checking all that may apply.

- All weekdays
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Sunday
- Dependent on another schedule
 - Explain _____

Indicate what times you are able to volunteer (Check all that may apply).

- All times
 - Mornings
 - Afternoons
 - Evenings
- Dependent on another schedule
 - Explain _____

Additional comments about your application _____

REFERENCE

Please list a reference from work, school or another organization where you have demonstrated work skills or volunteer involvement.

Name _____

Relationship / Connection _____

Organization _____

Work Phone _____ Mobile Phone _____

EMERGENCY CONTACT

Person to be notified in case of an emergency.

Name _____

Relationship _____

Mobile Phone _____ Home Phone _____ Work Phone _____

Address _____

City _____ State _____ Zip _____

VOLUNTEER AGREEMENT

Please read the following eight (8) statements, initial each, and sign below.

- I certify that the information contained in this application is correct to the best of my knowledge.
- I give the City of Baytown permission to contact the listed reference.
- I understand that filling out an application does not guarantee acceptance into the volunteer program.
- I understand that I am required to pass a background check before volunteering with the City of Baytown Tourism Office.
- If accepted into the volunteer program, I will adhere to the City of Baytown volunteer standards and procedures.
- If accepted into the volunteer program, I am required to volunteer a minimum of 4 hours per month.
- I understand I will be expected to complete a Volunteer Orientation and Training program.
- I will voluntarily offer my services with a clear understanding that there will be no monetary compensation.

Print Name _____

Signature _____ Date _____

Please return completed applications via email to tourism@baytown.org. You may also return the application to the office or send by mail. If you have any questions about this application, please call Marisa Jennings at (281) 420-7194.

PHYSICAL and MAILING ADDRESS

City of Baytown Tourism Office @
Brunson Theater Attn: Marisa Jennings
311 W. Texas Avenue
Baytown, TX 77520