



Volunteer Membership Package

I'd like to welcome you to **Underdog Bookstore** and thank you for your interest in becoming a Volunteer. Our volunteer program is designed to give you the opportunity to build new skills, gain new experiences, and satisfaction in helping others while meeting new people and helping out your community.

As a nonprofit, Underdog Bookstore & Events Inc. shall serve the primary purpose of fostering community engagement with literacy and learning through diverse books and inclusive events.

We believe in the power of storytelling to unlock dialogue, understanding, and empathy. Our vision is to create a safe space where every individual can feel welcomed, represented, and inspired.

As underdogs ourselves, your Board of Directors is excited to invite you on this journey and we look forward to sharing our own stories and passions as we work together to protect this valuable space.

Please click [here](#) to apply to our volunteer program online.

**If you are unable to complete your application online,
please complete, sign, and return this application packet by email or in-person to:**

underdogbookstore@gmail.com

Underdog Bookstore
312 South Myrtle Avenue
Monrovia, CA 91016



Volunteer Application

Last Name: _____ First Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: () _____ Work Phone: () _____
E-mail Address: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____
Phone Number: () _____

Days/Hours Available:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Education Completed: _____

Current Place of Employment (if applicable) and Position:

Professional Reference: Name: _____ Organization: _____

Contact Phone Number and/or Email:

Select your areas of interest/experience:

- ☐ Bookselling/Store Support (e.g. Point of Sale, Inventory, Cleaning/Maintenance)
- ☐ Programming/Events (e.g. Planning/Coordination, in-store & pop-ups)
- ☐ Communications (e.g. Social Media/Website/Graphic Design/Marketing)
- ☐ Development (e.g. Fundraising/Grant Writing)
- ☐ Other: _____

Why do you want to volunteer for Underdog Bookstore? (attach additional sheet if needed)

Volunteer Signature

Date

If the Volunteer is under 18, the Parent/Guardian:

Name

Signature

Date



VOLUNTEER STANDARD OF CONDUCT POLICY

Introduction

Underdog Bookstore values the contributions of our volunteers and is committed to providing a safe, respectful, and inclusive environment for all. This Volunteer Standard of Conduct Policy outlines the expected behavior of volunteers to ensure a positive and productive experience for everyone involved.

1) Respect and Dignity

- Treat all individuals with respect, courtesy, and dignity.
- Avoid any form of harassment, discrimination, or bullying.
- Respect the privacy and confidentiality of all participants, clients, and fellow volunteers.

2) Professionalism

- Maintain a high standard of integrity and professionalism.
- Be reliable and punctual for all scheduled activities.
- Notify the appropriate coordinator as soon as possible if you are unable to fulfill your volunteer duties.

3) Confidentiality

- Protect the confidentiality of all sensitive information you encounter.
- Do not share personal information about clients, participants, or other volunteers without explicit permission.
- Follow all organizational policies regarding data protection and privacy.
- You shall not use any information received from clients for personal use.

4) Safety and Well-being

- Prioritize the safety and well-being of yourself and others.
- Report any safety concerns or incidents to the appropriate authority immediately.
- No theft and/or deliberate or careless damage of any property of any employee, client, or customer will be tolerated.
- You shall not carry firearms or any other dangerous weapon on the property without prior authorization.
- You should not engage in criminal conduct, whether or not related to a job or volunteer performance.
- No abusive behavior (verbal/physical) against anyone.

5) Communication

- Communicate openly, honestly, and respectfully with staff, clients, and fellow volunteers.
- Address conflicts or misunderstandings promptly and constructively.
- Follow the organization's communication channels and guidelines.



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6) Representation of the Organization

- Represent the organization positively in all interactions.
- Avoid any behavior that could harm the reputation of the organization.
- Wear appropriate attire as directed by the organization when volunteering.

7) Conflict of Interest

- Avoid any activities or relationships that could create a conflict of interest.
- Disclose any potential conflicts of interest to the appropriate authority promptly.

8) Substance Abuse

- Refrain from using or being under the influence of alcohol or illegal substances while volunteering.
- Report any concerns regarding substance abuse to the appropriate authority.

Consequences of Violations

Violations of this policy may result in disciplinary action, up to and including termination of the volunteer relationship. The organization reserves the right to take any necessary actions to protect its interests and the safety and well-being of its community.

Acknowledgment

All volunteers are required to acknowledge that they have read, understood, and agree to comply with this Volunteer Standard of Conduct Policy.

Acknowledgment Statement:

I, _____, have read and understood the Volunteer Standard of Conduct Policy. I agree to abide by the guidelines and expectations outlined in this policy and understand that any violation may result in disciplinary action, including termination of my volunteer role.

Signature: _____

Date: _____

By implementing this Volunteer Standard of Conduct Policy, our organization ensures a safe, respectful, and productive environment for all volunteers and those we serve. Thank you for your commitment to upholding these standards.



**ASSUMPTION OF RISK, RELEASE FOR LIABILITY AND AGREEMENT FOR
Underdog Bookstore**

I acknowledge that I have voluntarily applied to Underdog Bookstore to participate in activities and outreaches. I hereby release Underdog Bookstore and any of its affiliated organizations from all actions, claims or demands that I, my assignees, my heirs, distributes, guardians, and legal representatives now have or may hereafter have for injury or damages resulting from my participation in any Underdog Bookstore activities and outreaches.

I HAVE CAREFULLY READ THIS ASSUMPTION OF RISK, RELEASE OF LIABILITY, AND RELEASE AGREEMENT, AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN UNDERDOG BOOKSTORE AND MYSELF. I AM SIGNING THE DOCUMENT OF MY OWN FREE WILL.

PRINT VOLUNTEER NAME VOLUNTEER SIGNATURE DATE

If the Volunteer is under 18, the Parent/Guardian:

Name Signature Date

If you have any questions, do not hesitate to contact:

**Underdog Bookstore
312 South Myrtle Avenue
Monrovia, CA 91016
P: (626) 415-1031
E: underdogbookstore@gmail.com**

**Underdog Bookstore can use sole discretion and may terminate your volunteer services
without prior notice.**



VOLUNTEER WAIVER, RELEASE, AND INDEMNITY AGREEMENT

Between
Underdog Bookstore
and

(hereinafter “the volunteer”)

This document sets forth the responsibilities and understandings of the volunteer and of Underdog Bookstore regarding volunteer’s participation in volunteer programs partially or wholly coordinated by Underdog Bookstore.

The volunteer and Underdog Bookstore agree as follows:

1. The volunteer performs the service of the volunteer’s own free will, without promise, expectation, or receipt of remuneration. The volunteer is not an employee or agent of Underdog Bookstore for any purpose and the volunteer’s services are not controlled nor mandated by Underdog Bookstore.
2. If the volunteer is under the age of 18, the volunteer may only participate in volunteer service with the express written consent of the volunteer’s parent or guardian.
3. The volunteer understands and agrees that it is possible that the volunteer may be injured or otherwise harmed during volunteer service due to accidents, acts of nature, the volunteer’s negligent or intentional acts, or the negligent or intentional acts of others; that while Underdog Bookstore has taken some steps to reduce the chances of injuries or harm to the volunteer, that Underdog Bookstore has no control over most risks, and, thus, cannot and does not guarantee nor take any responsibility for the safety of the volunteer or the volunteer’s property while the volunteer is engaged in volunteer service; and that the volunteer must take full responsibility for himself or herself and assume the risk of harm or damage while serving by taking all necessary and reasonable precautions and acting in a manner that will help protect himself or herself and his or her property.
4. The volunteer agrees to waive and release Underdog Bookstore from any and all potential claims for injury, illness, damage, or death which the volunteer may have against Underdog Bookstore that might arise out of the volunteer’s service and to hold Underdog Bookstore harmless there from.
5. The volunteer agrees and understands that injuries or losses to others, such as co-workers or the person(s) being helped, may occur as a result of the volunteer’s negligent or intentional acts during volunteer service, and that to avoid such harm, the volunteer must exercise care and act responsibly in serving others.



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6. If any injury or loss to another does occur due to the volunteer's intentional actions or due to the volunteer's negligent actions arising outside of the scope of the volunteer's activities, the volunteer must accept the liability for and repair, or make reparations for, the harm done.
7. Underdog Bookstore is not providing the volunteer with insurance coverage for any injuries, conditions, or losses to the volunteer arising out of volunteer activities, except that Underdog Bookstore does provide liability insurance coverage on all Underdog Bookstore vehicles used during service projects.
8. The volunteer must maintain his or her own primary medical insurance and the volunteer's own automobile liability insurance when driving a non-Underdog Bookstore vehicle to cover potential medical and other costs related to the volunteer service; and the volunteer is also encouraged to maintain property and life insurance coverage while serving as a volunteer.
9. All costs for injury or loss above the coverage provided by the volunteer's insurance are the volunteer's personal responsibility.
10. In projects where the volunteer will be transporting others in a non- Underdog Bookstore owned vehicle, the volunteer may be required to provide proof of automobile insurance in order to participate.
11. Since volunteers are not Underdog Bookstore employees, Underdog Bookstore does not provide worker's compensation coverage for injuries or illnesses to the volunteer arising out of volunteer activities.
12. Underdog Bookstore will provide you with a legal defense, upon your request, in response to any claim or action brought against you, arising out of your volunteer service in a program that Underdog Bookstore helps coordinate, where you were acting in good faith and reasonably believed you were acting within the scope of the volunteer activity, and the act in question was not an intentional or knowing act constituting illegal, willful, or wanton misconduct. However, Underdog Bookstore will not defend you in any case where the injury resulted from your operations of a non-Underdog Bookstore motor vehicle, vessel, aircraft, or other vehicle for which a pilot or operator's license is required or where the suite is brought by an authorized governmental officer to enforce a federal, state, or local law.
13. In legal actions in which Underdog Bookstore provides your defense, Underdog Bookstore will pay for reasonable attorney fees, judgments, settlements, or other expenses directly related to your defense only up to the limits presently stated in the appropriate State statutes, one time only per volunteer. Underdog Bookstore will control the defense and you must reasonably cooperate and comply with Underdog Bookstore decisions and procedures.



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By signing below, the parties confirm that they have read, understand, and consent to the terms of this waiver agreement.

Volunteer

Printed Name

Date

Underdog Bookstore
Representative Signature

Printed Name

Date