

## Parent Permission Waiver Directions

### Overview:

The Parent Permission Waiver must be signed for your teen to be able to apply for school-year volunteer opportunities via [Galaxy Digital](#).

**Note:** There are two ways the Parent or Guardian can sign the waiver. Full Waiver directions below.

**The quickest way** is to go through the teen volunteers Galaxy inbox with your teen. The link with electronic signable waiver will appear. The Parent or Guardian can sign it there, directly in Galaxy.

**The second way** is for the Parent or Guardian to find the link in their email. If there is nothing from <OCL Volunteer Services [no-reply@galaxydigital.com](mailto:no-reply@galaxydigital.com)> in your personal Inbox, you should be sure to check your Spam Folder.

### PARENT OR GUARDIAN – WAIVER DIRECTIONS

Once your teen volunteer has made it to **Step 5 of 5: Qualifications** of the Volunteer Application, you, the Parent or Guardian must click the **“Parent Permission Required”** link to sign the Parent Permission section, **Not “Continue to Next Step”**



Once the link is selected, a new window will appear for you, the Parent or Guardian, to add your First Name, then Last Name, followed by your email address. An email will send to this email address with the electronic form to sign. Once you input the below data you must click, “SUBMIT INFORMATION.”

## Parent or Guardian Information

Both you and your parent or guardian must sign the waiver before you can respond to this volunteer opportunity. Provide your parent or guardian's name and email address below so we can send them a signable copy of the waiver. Once you've submitted this information, you'll be able to sign your portion of the waiver.

Parent or Guardian First Name \*


Parent or Guardian Last Name \*

Parent or Guardian Contact Email \*

[SUBMIT INFORMATION](#)

After, an additional “eSign Confirmation” screen will appear. The Parent or Guardian should hit “Continue”

Sign Waiver Page 1



Parent Permission

I give permission for my child to volunteer with the Ocean County Library, its employees, volunteers, or agents from any liability for accidents, injuries or illness that may occur to my child from his or her participation in the Library Volunteer Program.

Signature of Parent/Guardian: \_\_\_\_\_

Media Permission

[COMPLETE SIGNING](#) [CANCEL](#)

**eSign Confirmation**

Ocean County Library has requested you sign the following document:

Parent Permission Required

[CONTINUE](#) [DECLINE](#)

Hitting “Continue” will bring up the Parent Permission Waiver. You will **NOT** be able to sign this document. You will need to hit “Complete Signing” and a link to an electronic signature version will be sent directly to your email address as well as the volunteer’s Inbox on Galaxy.

Sign Waiver Page 1

**Parent Permission**

I give permission for my child to volunteer with the Ocean County Library. I hereby indemnify and hold harmless the Ocean County Library, its employees, volunteers, or agents from any liability for accidents, injuries or illness that may occur to my child from his or her participation in the Library Volunteer Program.

Signature of Parent/Guardian: \_\_\_\_\_

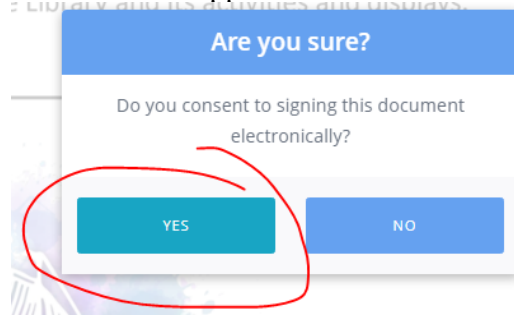
**Media Permission**

The Ocean County Library also has permission to use my child’s photograph, videotaped image or creative works in publicity about the Library and its activities and displays.

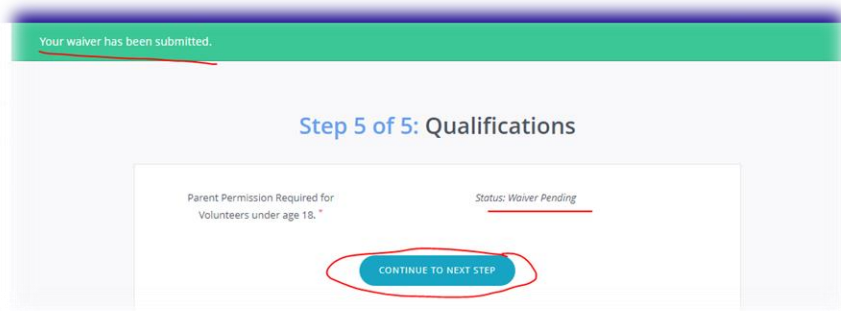
Signature of Parent/Guardian: \_\_\_\_\_

[COMPLETE SIGNING](#) [CANCEL](#)

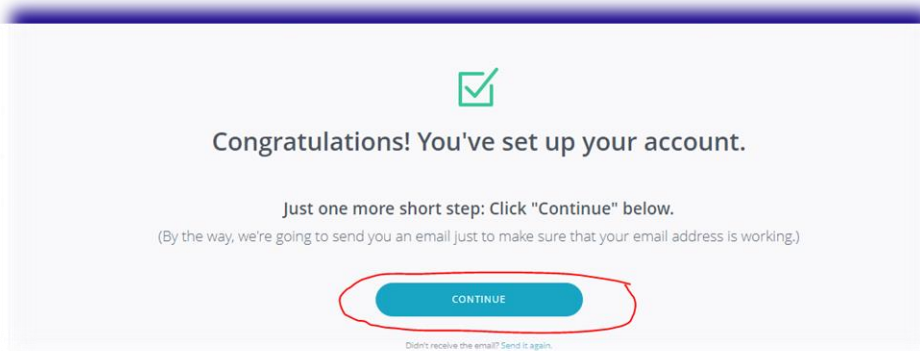
An additional consent window will appear. The Parent or Guardian should hit “Yes”



The Qualification screen will reappear informing the teen their “waiver has been submitted.”

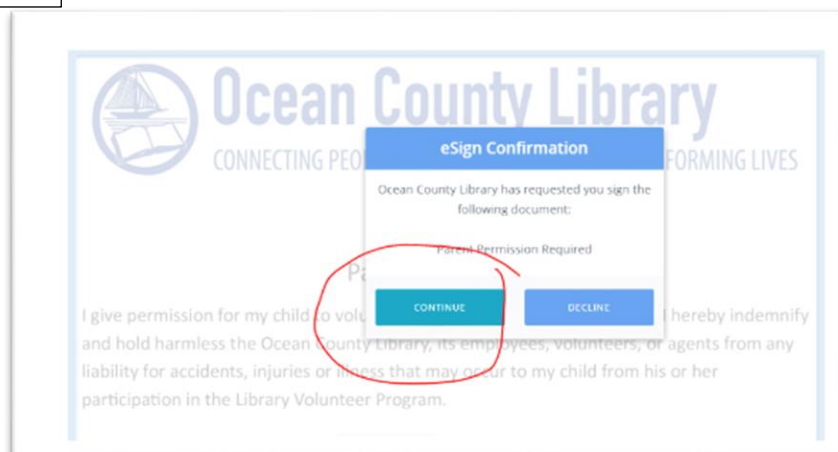


Once you hit “Continue to NEXT STEP” a Congratulatory screen will appear. You will hit “Continue.”




The Parent or Guardian should go to their email. If there is nothing from <**OCL Volunteer Services [reply@galaxydigital.com](mailto:reply@galaxydigital.com)**> in your Inbox, you should be sure to check your Spam Folder.

Once you click the link in your email, you will hit “Continue” on the “eSign Confirmation” screen.



Sign Waiver Page 1



### Parent Permission

I give permission for my child to volunteer with the Ocean County Library. I hereby indemnify and hold harmless the Ocean County Library, its employees, volunteers, or agents from any liability for accidents, injuries or illness that may occur to my child from his or her participation in the Library Volunteer Program.

Signature of Parent/Guardian:  SIGNATURE

### Media Permission

The Ocean County Library also has permission to use my child's photograph, videotaped image or creative works in publicity about the Library and its activities and displays.

Signature of Parent/Guardian:  SIGNATURE

You, the Parent or Guardian, must type in your full name in the signature section under both the “Parent Permission” and “Media Permission” descriptions. Then hit “COMPLETE SIGNING”

### Media Permission

The Ocean County Library also has permission to use my child's photograph, videotaped image or creative works in publicity about the Library and its activities and displays.

Signature of Parent/Guardian:  SIGNATURE

Ocean County Library. I hereby indemnify employees, volunteers, or agents from any liability for accidents, injuries or illness that may occur to my child from his or her participation in the Library Volunteer Program.

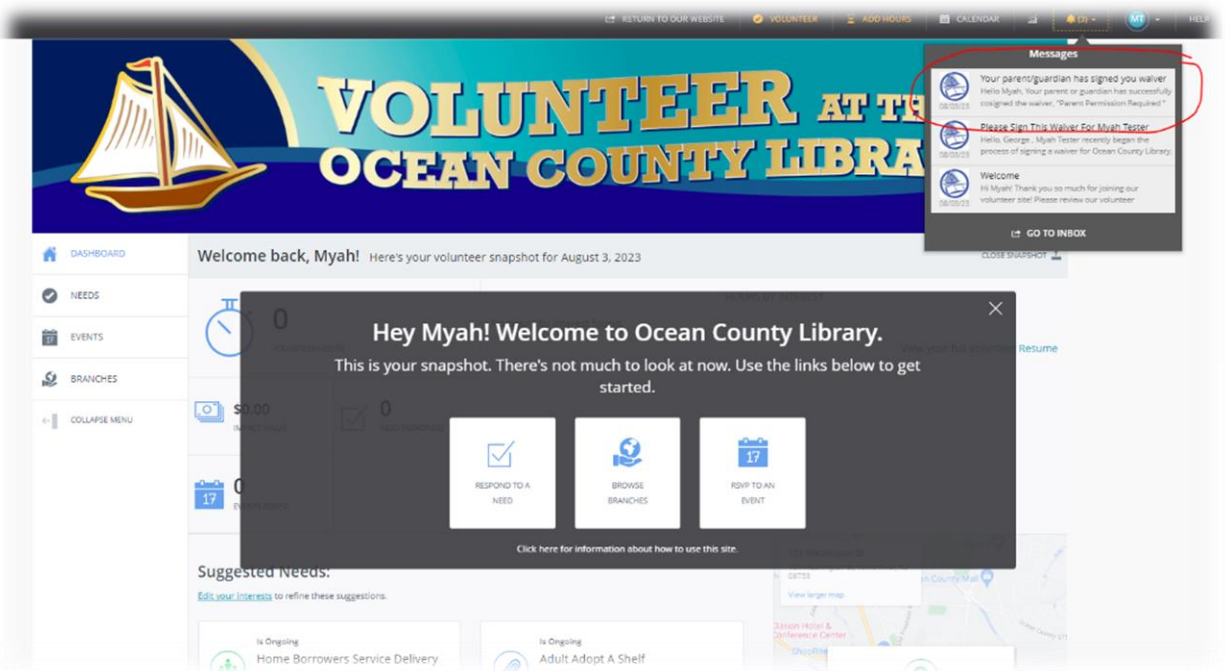
**Are you sure?**

Do you consent to signing this document electronically?

Media Permission

The Ocean County Library also has permission to use my child's photograph, videotaped image or creative works in publicity about the Library and its activities and displays.

Lastly, you must click “YES” when the “Are you sure” screen appears. Your teen volunteer will then be informed via their Galaxy inbox that the waiver has been signed by their Parent or Guardian.



**If you have any further questions or it has been longer than 1 week (5 business days) and your teens has not heard back from your local librarian, your teen should reach out to them!**

**Until then, thank you for joining us on Galaxy and helping your teen become a Teen Volunteer!**