

Volunteer Application

Date: _____

Full Name, including middle initial: _____

Male Female Date of Birth _____

Address _____

Phone _____ Email Address _____

Over 18 years? Yes No If not, School/Grade _____

In case of an emergency, contact _____ Phone _____

I am seeking this volunteer position:

To satisfy school/class/scholarship requirements which I need to complete by: _____

To become a regular volunteer.

To satisfy court-ordered community service. Please list offense: _____

AVAILABILITY

Monday Tuesday Wednesday Thursday Friday Saturday

I am looking for volunteer opportunities that are: (check all that apply)

Weekly Monthly Event Based Project Based Summer only School year only

INTERESTS & SKILLS

Volunteer opportunities at the library are on the back of this form (Check all that apply).

Please list any special interest, skills or hobbies:

Please list any physical limitations the library should know about:

REFERENCES

Please list references (former employer, other volunteer experiences, teacher, etc.)

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

BACKGROUND CHECK

I consent to Friday Memorial Library doing a criminal background check.

Signature of Volunteer: _____ Date: _____

Signature of Parent/Guardian (if under 18): _____ Date: _____

Volunteer Application Choose the volunteer opportunities that appeal to you:

- Book Sale Book Sorter** Duties: Mark, Sort and box books for the Friends of Friday Library book sales.
 Qualifications: Requires lifting up to 25 pounds.
- Building Appearance Volunteer** Duties: Straighten the library in general. Typical tasks are: cut scrap paper, refill pencil holders, clean library shelves, equipment and materials, and straighten shelves.
 Qualifications: Must be able to work independently.
- Local History Volunteer** Duties: Photocopy and mount historical documents and pictures. Alphabetize and file articles and cards. Type collection lists and scan documents using a scanner. Qualifications: Must possess alphanumeric filing skills. Must be accurate and pay attention to detail. Be familiar with basic word processing and have computer skills. Must be able to lift light boxes and read medium to small text.
- Shelf Reader** Duties: Read shelves by placing books in order alphabetically by the author's name and title and/or Dewey Decimal order. Qualifications: Must have alphanumeric filing skills. Must be accurate and pay attention to detail. Requires ability to bend to floor level. Requires ability to read small print.
- Publicity Delivery** Duties: Post publicity materials for library events around town on business bulletin boards. Qualifications: Must have a valid drivers' license and vehicle or be able to walk around the downtown area for delivery. Must be able to approach business owners/managers for permission to post. Must be able to work independently.
- Coupon Exchange Volunteer** Duties: Cut coupons and sort into proper bin. Qualifications: Must be able to follow basic instructions, and be able to work independently. Must be able to use scissors and have the ability to read small print.
- Program/Services Volunteer** Duties: Provide assistance with special events, programs and on-going services the library provides. Typical tasks are registration at special events/programs, photography, general help for large programs, 1000 Books Before Kindergarten events, and the summer reading program. Qualifications: (dependent on task assigned) Requires people skills. Must be able to follow basic instructions, and be able to work independently. Must be able to supervise a large group.

AGREEMENT AND SIGNATURE

I certify that all information on this application and is true and complete to the best of my knowledge. I authorize Friday Memorial Library to contact my references and authorize these references to provide the library with information regarding my work/volunteer history, education, or character. I understand that appointment to a volunteer position is contingent upon the completion of background and reference checks. I understand, as a volunteer, that I must abide by Friday Memorial Library's rules and regulations. I also understand that as a volunteer, I am not an employee of the City of New Richmond and am not entitled to compensation or benefits.

WAIVER OF LIABILITY

I release the City of New Richmond, Friday Memorial Library and their employees, the Library Board of Trustees and their respective agents from any and all liability which may arise as a result of volunteering at Friday Memorial Library. I waive any claim for damages to my property and assume all the risks of such participation in the volunteer duties at Friday Memorial Library.

Signature _____ Date _____

Parent Signature (if applicant is under the age of 18) _____ Date _____

STAFF _____	DATE RECEIVED _____	DATE CONTACTED _____	ORIENTATION DATE _____
NOTES/SPECIAL INSTRUCTIONS _____			