

Volunteer Application

Date: _____

Full Name, including middle initial: _____

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. If yes, please provide details:

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:

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:

- 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.
- 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.
- 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, general help for programs, the summer reading program and outreach opportunities as they arise. 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.
- Home Delivery Volunteer** Duties: Deliver library materials to home delivery patrons on an agreed upon schedule. Qualifications: Must have their own transportation and be a licensed and insured driver. Must follow instructions given at the time they begin as a volunteer. Particular attention should be given to patron's rights of privacy and confidentiality.

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 _____			