

## Red Jacket Community Library Volunteer Application Form

**Guidelines:** Volunteers must be 12 years of age or older. Volunteers under the age of 18 require a parent's signature. Volunteers should call the library or the library director if they cannot come in at their scheduled time. If a volunteer must end their service, they should notify the library as soon as possible. The names of all volunteers will appear on an annual library donation list.

*Please print clearly and complete each section.*

### Your contact information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_  
Phone (Main) \_\_\_\_\_ Phone (Other) \_\_\_\_\_  
E-mail \_\_\_\_\_

### Person to contact in the event of any emergency

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (Main) \_\_\_\_\_ Phone (Other) \_\_\_\_\_  
E-mail \_\_\_\_\_

### Your reason for wanting to volunteer at Red Jacket Community Library

\_\_\_\_\_  
\_\_\_\_\_

*If this is a required service program:*

School Requirement: How many hours \_\_\_\_\_ Date to complete \_\_\_\_\_  
 Community Service: Agency \_\_\_\_\_  
Program Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

### Your Interests

*Please check all that apply.* All activities may not be available at all times. Placements depend on matching current needs of the library with volunteers' skills and experience.

Activities:  Dust Shelves  Shelve Books  General Cleaning  Phone calls  
 Assist with Programs/Events  Summer Reading  Garden  Outdoor Projects  
 Outreach to places outside of the Library  Surveys  Mailings  Data Entry  
 Indexing/Filing  Display & Signage  Research  Publicity  Computer Tutor  
 Shelf Read  Book Sale  Filing  Web Site  Other \_\_\_\_\_

### Your Availability

*Please write in the times you would be available to volunteer below.*

Please check the website for current hours. Most volunteer work will be performed during these hours, but there may be additional volunteer opportunities outside of the library opening hours.

I am available Mondays from \_\_\_\_\_ to \_\_\_\_\_

I am available Tuesdays from \_\_\_\_\_ to \_\_\_\_\_

I am available Wednesdays from \_\_\_\_\_ to \_\_\_\_\_

I am available Thursdays from \_\_\_\_\_ to \_\_\_\_\_

I am available Fridays from \_\_\_\_\_ to \_\_\_\_\_

I am available Saturdays from \_\_\_\_\_ to \_\_\_\_\_

How many hours do you wish to work each week? \_\_\_\_\_

How many hours do you wish to work each month? \_\_\_\_\_

I will be available to **volunteer** beginning date: \_\_\_\_\_

### Please sign below when you have read and understood all statements on both pages.

I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the Red Jacket Community Library from any liability for supplying such information.

I understand that I will not be paid for my services as a volunteer and I am giving my time freely to the Library.

I understand that my volunteer service may end at any time for any reason with or without cause and with or without notice.

Volunteer Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required if the applicant is under age 18.)*