



## Lucius E. and Elsie C. Burch, Jr. Library

### Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

If attending Middle or High school: Age \_\_\_\_ School \_\_\_\_\_

\*\*\*\*\*

#### Why are you interested in volunteering at the Library? Check all that apply.

Complete school service hours \_\_\_\_\_ Gain work experience \_\_\_\_

Love the Library \_\_\_\_\_ Get involved in the community \_\_\_\_\_

Do you have experience, knowledge or training relevant to library work? Please list relevant skills -  
\_\_\_\_\_

When are you available to volunteer? Days/Evenings/Weekends – list time/days available below.  
\_\_\_\_\_

If you are attending middle or high school, are you interested in becoming a Library Ambassador? Description on back of this sheet. Check here to receive more information. \_\_\_\_\_

\*\*\*\*\*

Have you ever been convicted of an offense other than a minor traffic violation? Yes \_\_\_\_ No \_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

I certify that the statements made in this volunteer application are true and correct and have been given Voluntarily. I am volunteering my time for personal reasons. I understand that applying does not guarantee a volunteer position and if selected will not be paid for my services and expect no compensation.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Volunteer opportunities and guidelines are listed on the back of this form.**

## Volunteer Guidelines

1. Volunteers must fill out an application. For prior volunteers, if the former application is no longer on file, a new application must be submitted.
2. Volunteers are typically scheduled for two-hour time periods, once per week.
3. The Library may not be able to accommodate last minute scheduling for those needing volunteer hours.
4. Regular Library volunteers must be at least 14 years of age. *\*See 8 and 9 below for alternative opportunities for young teens.*
5. Volunteers must dress appropriately. Many volunteer tasks require reaching, bending, stooping, kneeling, crawling, etc. As a rule of thumb, if clothing cannot be worn at school, then it should not be worn to volunteer. The Volunteer Coordinator may be contacted with questions regarding proper dress.
6. Volunteers must conduct themselves in a suitable manner. Please refrain from excessive cell phone usage, excessive talking with other volunteers, etc.
7. Failure to follow volunteer guidelines may result in the volunteer not receiving credit for hours they have worked.
8. ***For students in grades 6-12, the Library Ambassador Program is a group of up to 20 teens who share a desire to promote reading, can work cooperatively with others, and are committed to attend meetings and programs on a regular basis. A special application form must be completed and is generally available in August. The program runs from September through April.***
9. ***For students ages 12 -18, Summer Reading Program teen volunteers record participants reading progress and hand out prizes. A special application form must be completed and is generally available in April.***

**For more information about volunteering at the library, please contact:**

Yvonne McKinney, Volunteer Coordinator at 457-2602.

For information about the Teen Ambassador or Summer Reading Program volunteers, please email [colliervilleburchteens@gmail.com](mailto:colliervilleburchteens@gmail.com).