

**CLYMER LIBRARY
STUDENT VOLUNTEER APPLICATION**

BASIC INFORMATION

Date: _____

Name: _____

Local Address: _____
Street Town State Zip

Telephone: _____ E-mail: _____

Preferred Method of Contact (Circle): Phone Email

Birth date: _____ School: _____ Current / Last Grade: _____

MOTIVATION FOR VOLUNTEERING

Have you ever volunteered at Clymer before? No Yes, When? _____

Why are you volunteering? (Check one)

Community Service Requirement School Requirement

Other: _____

If community service requirement, is the community service court ordered? Yes No

Number of hours needed to complete (if applicable): _____

SHIFT AVAILABILITY: Please circle shift you want to volunteer.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
10am-1pm	10am-1pm	10am-1pm	10am-1pm	10am-1pm	10am-1pm
1pm-3pm	1pm-4pm	1pm-3pm	1pm-4pm	1pm-4pm	1pm-3pm
3pm-5pm	4pm-8pm	3pm-5pm	4pm-8pm	3pm-5pm	3pm-5pm

Time Period: Summer Only Year-round

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Home Phone: _____ Work / Cell Phone: _____

STATEMENT OF UNDERSTANDING

I, the undersigned, certify that I have read and fully understand the guidelines set forth for student volunteers by the Clymer Library as listed on the reverse of this application and agree to abide by all library policies.

Signature of Applicant: _____

Date: _____

CLYMER LIBRARY

CLYMER LIBRARY STUDENT VOLUNTEER GUIDELINES

- I. All volunteers under the age of 18 must complete a Student Volunteer Application form in its entirety.
- II. The **minimum age** for volunteers is 13 years or older or having had completed eighth grade. The only exception is young people who volunteer with a group (i.e. Scouts or families).
- III. Acceptance of any volunteer is based on the library's need at the time and the applicant's ability to do the work required. The library cannot guarantee that there will be work at all times and is under no obligation to accept any volunteer. The volunteer's service may be terminated at any time by either the library or the volunteer.
- IV. Student volunteers **may not operate the workstations** at the Circulation Desk. The checking in and checking out process is reserved for staff and adult volunteers only.
- V. Volunteers must properly log the time that they spend at the library; student volunteers sign in and out in the assigned logbook at the Circulation Desk. This information is especially important when a certain number of volunteer hours are required.
- VI. In addition to these guidelines specific to student volunteers, everyone must adhere to rules set forth for the library as a whole (i.e. no food or drinks in the computer areas).
- VII. All volunteers are expected to be on time for their scheduled shifts. In the event that a student cannot be present for their assigned shift, the student should call the library in advance. Failure to comply with this policy can result in termination.
- VIII. Student volunteers are limited to **one shift per week** and **no more than 3 hours** per shift.
- IX. Volunteers are asked to **dress appropriately** as they may be lifting and stretching; dress should be modest and season-appropriate. If you have any questions, please ask.
- X. Student volunteers are not permitted to leave the facility during their agreed volunteer time.

By signing the reverse side of this application, the student agrees to abide by these policies.