volunteerism Policy & application

# Volunteers

The Alexandrian Public Library welcomes volunteers, but does not accept any liability for the health or safety of the volunteer resulting from any of the volunteer’s actions. Volunteers are utilized to perform routine tasks which can be easily taught and remembered; or special projects tailored to talents the volunteer may possess. Volunteers may also be asked to assist a staff member in his/her duties, or to help supervise at Library programs. There is not always a task waiting for a volunteer, but every attempt will be made to find a task when there is a person willing to give of his or her time and knowledge to help the Library. Still, APL reserves the right to turn away volunteers when no suitable work can be found, or if there is any question as to the suitability of the worker for the library.

# Community Service Workers

The Alexandrian Public Library will attempt to provide duties for community service workers whenever there are persons needing to work such hours, but APL also reserves the right to turn away such workers when no suitable work can be found, or if there is any question as to the suitability of the worker for the library. Community service workers must let the library know how many hours they are required to work, arrange in advance of their arrival, show up on time, and carry out the work assigned in an efficient and courteous manner, in order to be allowed to work at the Library. Specific information must be supplied on a library form, similar to a job application, before APL will accept Community Service Workers. The Library will not be liable for injuries to the person or property of Community Service Workers.

I acknowledge that I have read and understand the above policy, and I accept all the terms and conditions of volunteer and community service work set out herein.

Signature of Volunteer

I acknowledge that I have read and understand the above policy, and I hereby consent to my juvenile child volunteering his/her time at the Alexandrian Public Library given the terms and conditions set forth above.

Signature of Parent of Juvenile Volunteer

#### **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### **City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am a Community Service Referral: Yes \_\_\_\_ No \_\_\_\_**

##### **If “Yes,” my Probation Officer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total number of Community Service Hours I need:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list any physical disabilities or limitations under which you operate that will need to be taken into account when assigning work.**

**How many hours per week are you available? \_\_\_\_\_\_\_\_\_\_**

**Please circle the day (or days) below, and write in the hours on that day (or those days), which are the best to schedule you for volunteer work.**

##### **Monday Tuesday Wednesday Thursday Friday Saturday**

**\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**If you like, on the back of this form, describe types of work you feel especially well-suited to do.**