



FORM 12-210 VOLUNTEER APPLICATION FOR TEENS

Thank you for your interest in volunteering at the library. You must have completed the 7th grade to volunteer. Please return the completed application to a Library staff person. You will receive a call from the Volunteer Coordinator to set up a schedule upon availability. Please note that Volunteers generally work for a set shift of one hour per day, up to twice a week or as assigned by the Volunteer Coordinator.

NAME: _____ **DATE:** _____

ADDRESS: _____
Street City Zip Code

TELEPHONE NUMBER: _____ (home) _____ (cell)

Name of School: _____ **Education Level Completed:** 7 8 9 10 11 12

Age: _____ **Email:** _____

Physical Limitations: _____

Special Interests/Hobbies: _____

Reason(s) for Volunteer Work: (check one)

School/Church Service Hours _____ Community Service/Court Appointed Hours _____ Summer Reading Program _____ TVC _____

Total Number of Hours Needed: _____ **Hours to be Completed by:** _____ **Desired Start Date:** _____

Days and Time I am available:

Monday Tuesday Wednesday Thursday Friday Saturday
Morning (8 – 11) _____ Afternoon (12 – 5) _____ Evening (5 – 8) _____

Applicant's Signature: _____ **Date:** _____

If under the age of 18:
I grant permission to the St. Tammany Parish Library and the Library Friends and Foundation groups to use my child's photograph or videotaped image in publicity about the Library and its activities. ___Yes ___No

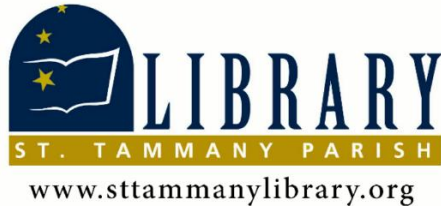
Name of Parent/Guardian: _____ Phone: _____

Signature: _____ Date: _____

Person to notify in case of emergency: _____ Phone: _____

Thank you for your interest in volunteering with the Library. Upon receipt of your application the Library will contact you to schedule an interview. Volunteers are important to us. We look forward to meeting you in the near future.

For office use only:		
Date Started:	Date Completed:	Total Number of Hours:



FORM 12-220 VOLUNTEER CONTRACT FOR TEENS

- (1) Volunteers who are interested in working for the library must have completed the 7th grade.
- (2) Volunteers will complete an application and sign a contract for the duration period they intend to work.
- (3) Volunteers will perform tasks assigned by the branch/department manager, or in the absence of the manager, a senior staff member.
- (4) Volunteers will be evaluated by the manager, and those who fail to perform to standard or those who have poor attendance will be asked to resign from the program.
- (5) Volunteers will prepare their schedules with the assistance of the manager.

ST. TAMMANY PARISH LIBRARY VOLUNTEER CONTRACT

I, _____, agree to perform the volunteer duties assigned to me to the best of my ability, and will conduct myself in a professional manner. I will appreciate constructive feedback, and if problems arise, such as scheduling, I will notify my supervisor as soon as possible.

I understand that St. Tammany Parish Library or I may cancel this contract at any time by notifying the other party. I also realize the importance of my contribution and the commitment of the St. Tammany Parish Library to my training and supervision and enter into this agreement intending to reliably fill this position for the duration of my scheduled volunteer hours. I will abide by the rules and regulations of St. Tammany Parish Libraries and by the Volunteer Guidelines.

I hereby attest that my attendance and involvement is voluntary, that I am participating at my own risk, and that I have read the foregoing terms. In addition, I agree to keep confidential any patron information or Library records I may encounter. I understand the St. Tammany Parish Library does not provide medical coverage for volunteers.

SIGNATURE OF PARENT OR
IF UNDER 18

SIGNATURE OF VOLUNTEER

SIGNATURE OF LIBRARY GUARDIAN,
REPRESENTATIVE

DATE

DATE

DATE