

Volunteer Application

Personal Information

Name: _____ Age: _____

Address: _____ City: _____

Phone: _____ Cell: _____

Email: _____

Emergency Contact:

Name: _____ Phone: _____ Relationship: _____

Interests and Availability

We have a variety of volunteer opportunities to offer, please take a look at the different jobs we have, and choose those which would be a good fit for you (*check all that apply*):

- Library Program Volunteer:** This covers a wide range of program related activities. The volunteers may prepare craft materials, set up chairs for events, help librarians with storytimes or even work with the staff to conduct programs.
- Collection Inventory Volunteer:** Under staff direction, these volunteers may help to get items in order for shelving, pick up materials left on tables, help clean, straighten, and sort library materials. This is a great job for people who like to organize.
- Special Project Volunteer:** Volunteers work on a variety of projects. If you are artistic you might be asked to update a bulletin board or put up a display. Others may be asked to run a DVD cleaning device or help with our library garden project.
- Summer Reading Volunteer:** Volunteers will help sign up patrons, hand out prizes, and answer general questions about our 2016 summer reading program.

Please indicate what hours you are available:

Monday	Tuesday	Wednesday	Thursday	Friday

(At this time the library is not accepting court ordered community service in the youth service department)

Volunteer Goals

Why do you want to volunteer at Matheson Memorial Library? _____

Are you volunteering to fulfill a requirement for a class or school program? Yes No

Are you required to fulfill a specific number of volunteer hours? No Yes How Many? _____

Must you have your hours completed by a certain date? No Yes When? _____

References

Please provide 2 non-household references (*teacher, neighbor, coach, etc.*)

Name	Phone	Email	Relationship

Parent Permission Required for Volunteers Under 18

I give my permission to complete the placement of my child _____ in a volunteer position with Matheson Memorial Library.

Signature _____ Date: _____

Non-Discrimination Policy

It is the policy of Matheson Memorial Library not to discriminate against any applicant or volunteer on the basis of race, gender, color, ancestry, national origin, religion, age, physical disability, sexual orientation, or gender identity.

Agreement and Signature

I certify that all information provided on this application is true and complete to the best of my knowledge. I authorize Matheson Memorial Library to contact my reference and authorize these references to provide the library with information regarding my work and volunteer history, education, or character. I understand that appointment to a volunteer position is contingent upon the completion and review of reference checks and interview. I understand, as a volunteer, that I must abide by the library's rules and regulations.

Signature _____ Date: _____

Completed forms can be dropped off or sent to:

Jennifer Wharton
101 N. Wisconsin St.
Elkhorn, WI 53121
Jwharton@elkhorn.lib.wi.us

Volunteer Agreement

Your time at Matheson Memorial Library can be a great experience. To keep your time here fun and worthwhile, here are some minimum standards for all of the volunteers in the Children's Department:

1. All volunteers must behave appropriately. Illegal, dangerous, destructive, or insubordinate behavior will immediately terminate the volunteer's position at the library.
2. The abuse of prescription/legal drugs, or the possession/use of firearms, illegal drugs or alcohol will result in immediate termination of the volunteer's position at the library.
3. Appropriate clothing must be worn while on duty (jeans and t-shirts are ok). Clothing should not include lewd, obscene, or offensive messages. Ripped clothing, short shorts, and low cut tops will not be allowed.
4. Volunteers must be present and on time for their work shifts. Repeated tardiness or absence will be cause for dismissal from the volunteer's position at the library. If a volunteer must be late or is unable to work due to illness or an emergency, then the volunteer should call the library immediately or email one of their library supervisors.
5. It is extremely important that everyone be treated with respect and consideration while at the library. This includes volunteers, patrons (children and adults), and library staff.
6. According to state law, library records must be kept confidential. Things that a volunteer learns on the job about patron library records must be kept private.

I, _____ understand and agree to these terms.
Print Name

Signature

Date