



- Branch Volunteer
- Literacy
- Literacy Tutor
- Friends of the Library
- Senior Center

Volunteer Application and Agreement

Branch: _____ Date: _____
 Volunteer's Name: _____ Daytime Phone: _____
 Mailing Address: _____ City/Zip: _____ e-mail: _____

PERSONAL INFORMATION (For Official Use Only)

SSN: _____ OR _____ CA Drivers License #: _____
 Emergency Contact: Name: _____ Phone: _____

As an adult (age 18), have you ever been convicted of a misdemeanor or felony? yes no
 You must complete this section to be considered for a position. Convictions are evaluated for each position and are not necessarily disqualifying.
 Date & Location of Conviction: _____ Penal Code Violation #: _____
 Explanation: _____

If you have worked in a library or as a reading tutor before, please specify the name of the library or reading program and briefly describe your activities:

Please identify the areas below in which you have interest and some skills to bring to a volunteer assignment by checking all that apply:

- | | |
|---|---|
| <input type="checkbox"/> general clerical or administrative skills | <input type="checkbox"/> coordinating other volunteers |
| <input type="checkbox"/> knowledge of library materials, processes and operations | <input type="checkbox"/> working with adults |
| <input type="checkbox"/> graphics, displays, advertising and promotional materials | <input type="checkbox"/> working with seniors or retirees |
| <input type="checkbox"/> teaching, tutoring, homework assistance | <input type="checkbox"/> working with younger children |
| <input type="checkbox"/> data collection, record keeping, statistics, research skills | <input type="checkbox"/> working with youth/teens |
| <input type="checkbox"/> adult literacy tutoring | <input type="checkbox"/> circulation desk/public contact |
| <input type="checkbox"/> fund-raising activities | <input type="checkbox"/> computers, Internet |
| <input type="checkbox"/> reading and story telling | <input type="checkbox"/> craft activities |

BRANCH VOLUNTEERS TIME COMMITMENT AND SCHEDULE AVAILABILITY:

I understand that a minimum commitment of 2 hours per week for 3 months, or a minimum total of 25 hours of volunteer work is expected (except as noted below for students under age 18 and Community Service referrals from a Volunteer Center) in addition to any orientation and training I may receive. My availability is as follows: (individual, flexible schedules will be arranged between the volunteer and branch staff, based on library needs and volunteer availability)

Sun Mon Tue Wed Thu Fri Sat am pm evenings

LITERACY TIME COMMITMENT AND SCHEDULE AVAILABILITY:

I understand that a minimum commitment of 2 hours per week for at least 6 months is required, in addition to any orientation and training I may receive. The exact hours and schedule worked will be determined once a learner is assigned to me.

If you are a Volunteer Center referral for a Community Service requirement: Enter hours required: _____ Completion Date: _____

Students under age 18: Parental Signature is required. If you are fulfilling an academic requirement:

Enter hours required: _____ Completion Date: _____ Name of School: _____

 Parent Signature & Date

ACCEPTANCE AND APPROVALS:

 Volunteer Signature & Date

 Branch Approval & Date

 Administrative Approval & Date

