

WINDSOR LOCKS PUBLIC LIBRARY STUDENT VOLUNTEER APPLICATION

We seek volunteers who love libraries. If we agree to provide community service hours for you, we expect you to fulfill your commitment to us. No letter or form will be issued until the full number of hours agreed upon have been worked at times agreed to by both parties. If we have a volunteer position that seems appropriate for you we will contact you. Thank you for your interest!

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____ E-mail: _____

SCHOOL: _____ GRADE: _____

REASON FOR VOLUNTEERING: SCHOOL___ CCD___ OTHER _____

TOTAL HOURS NEEDED: _____ BY WHAT DATE? _____ HOURS PER WEEK? _____

Do you speak any foreign languages that might be useful in volunteering? Please list.

Do you have any previous volunteer or work experience? Please list:

1. _____

2. _____

3. _____

References: Please list 2 adults that we can contact (Name / email or phone):

1. _____

2. _____

Do you have a library card? Yes / No

Please check off the volunteer tasks that would interest you most:

- Shelving books or DVDS
- Straightening and maintaining shelves / checking materials for correct order on shelves
- Clerical work (typing, filing, organizing)
- Indoor cleaning, dusting , sweeping, washing tables, chairs, and windows
- Outdoor work (weeding, raking, cleaning outside windows and doors
- Assisting people with computers and technology
- Helping at library events and programs
- Decorating or preparing craft supplies for children's programs
- Book sale sorting and set-up
- DVD and CD cleaning

Hours that you might be available to volunteer:

Day	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Time						

What additional skills might make you a good fit as a library volunteer?

Hobbies _____

Interests _____

Computer Skills _____

Community Involvement _____

Clubs & Organizations _____

Other _____

Library volunteers are expected to demonstrate:

Maturity and a positive attitude

Ability to understand and follow directions

Ability to work independently after training

Good communication skills

Creativity and a sense of humor

Ability to form respectful relationships with staff, public, and other volunteers

Ability to adhere to a schedule

Dependability and honesty

Emergency Contact:

Name: _____ Phone: _____

Address: _____

I understand that if I am selected to volunteer at the library I must fulfill the agreed upon number of hours in order to have my service recognized. I will inform my supervisor in a timely manner if I am unable to work at the agreed upon times (No-shows will be warned after the first offense and terminated after the second). Letters will be issued when service is completed unless I have informed my supervisor that I have reason to terminate my service early. If I am selected as a library volunteer I agree to adhere to appropriate standards of behavior and appearance while working in and around the library.

Signature of applicant: _____