Volunteer Application Form
Barrington Public Library

All volunteers under the age of 18 must have this form signed by a legal guardian BEFORE volunteering at the public library.

Volunteer’s Full Name: _______________________________________________
Address: ___________________________________________________________
Home Phone #: ___________________ Cell Phone #: ___________________ Date of Application: _____________
Age: ___________ Occupation: ___________________ E-mail address: ___________________
Guardian’s Name/Signature: Permission to Volunteer: ___________________ (if under 18)

If Age 14 or 15, work papers on file: _______ Yes (You may not volunteer if these papers are not on file…they may be procured from the SAU in which you go to school)
Emergency Contact Name ___________________________________ Phone # ___________________

Why Are You Interested In Volunteering? Please check any that apply
(No Court Appointed Volunteers Accepted)
School Requirement_________ Boy/Girl Scouts_________ Work Training Program_________
Retired_________ RSVP Program_________ Other ____________________________
Will you be requiring accommodation? _____Yes _____No
Will an aide be with you when you are volunteering? _____Yes _____No

What Are You Interested In Helping Out With?
Office Work_________ Data Input Projects (previous computer skills required)________ Processing Materials_________
Inventory/shifting books on Shelves_________ Organizing/Putting Books in order_________ Weeding/Outdoor work_________
Craft/Story Time Helper_________ Outreach Programs_________ Maintain Library Scrapbook_________
Occasional Helper at Events_________ Scanning Historical documents_________ Create Topical Book Displays_________
Creating & Leading a Project/Starting a “Club” (Chess, scrabble, etc.)________________________
Pulling/Cleaning DVDs_________ Other ____________________________

You MUST make a time commitment
We depend on our volunteers to be here when they say they will be here to do jobs we have prepared for them. It is ESSENTIAL that you can commit to work a schedule of your choice and call out when you can’t be here.

I can volunteer (Please give time frames each day you could volunteer):
Mondays: ___________________ Thursdays: ___________________
Tuesdays: ___________________ Fridays: ___________________
Wednesdays: ___________________ Saturdays: ___________________

Regularly Each Week: _____Hours for _______Weeks
Work a One-Time Project/Event_________
Summers Only_________
Winters Only_________

Library/Related Experience (if any):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Interview date: __________ Volunteer Accepted_______ Declined_______ Duties: _____________________________

I hereby attest that my attendance and involvement in activities undertaken for the Barrington Public Library are voluntary and that I am not entitled to compensation for any services I provide. In addition, I agree to keep confidential all patron information. If I qualify for volunteer service I agree to abide by the rules set forth in the library volunteer policy.
Signed_____________________________ Date________________

Do You Need To Have Hours Tracked For Verification By Another Agency/school? Yes______ No______
It is your responsibility to track your hours and have your library supervisor initial them. You must sign in when you arrive and sign out with your supervisor’s initials at the end of your day. The library will not be responsible for tracking your hours should you forget to check in or leave without checking out. There will be a binder behind the circulation desk with all current volunteer forms in alphabetical order by last name. Simply grab the binder, date and sign in. When you are done, get the binder and sign out, get it initialed and initial it yourself. You also use this to track the number of volunteer hours the library uses; please do this each time you volunteer.

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