**CALHOUN COUNTY LIBRARY**

**VOLUNTEER INFORMATION AND AGREEMENT**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­**Do you have any medical conditions (including allergies) we should be aware of?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What skills, training or knowledge do you wish to share with the Library?** (Please include any computer or language skills, as well as other skill such as working with children, older adults, etc. Attach sheet or write on back, if needed.)

**Are you volunteering as a requirement of a public service or school program? If yes, please list the service and contact information for your representative at that service.**

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**When are you available? (**e.g., 12 p.m. to 2 p.m.)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Thank you for your interest in volunteering at Calhoun County Library. If you are accepted into our community service program at the library, we have several requirements that we ask of you.

1. **Be prompt.** *Come on time when you are scheduled to work. If you are unable to come, we ask that you call the library.*
2. **Come prepared to work.** *Be ready and willing to do any job that your supervisor asks you to do and work hard at it.*
3. **Dress appropriately.** *Wear clean, presentable clothing, shoes, etc. Dress appropriately and modestly. We do not have an official dress code, but try to look more like you are going to work than to the beach.*
4. **Be courteous.** *Be nice to our customers and our staff with your voice, tone and mannerisms. Refer all patrons to either the Director or Library Technician for assistance.*
5. **Ask questions.** *Always ask questions when you don’t completely understand the tasks assigned. We would much prefer to answer questions at first than have to redo work done incorrectly.*

I have read and agree to fully abide by the requirements listed above. I certify that the statements made in the volunteer application are true and correct and have been given voluntarily. I understand misrepresentation of any information may result in termination of my volunteer involvement.

I am volunteering for personal reasons. I understand I will not be paid for my services as a volunteer and expect no compensation.

I give my consent to Calhoun County Library to use interviews, photographs, or video of myself (or my child) for promotional and educational purposes in the media.

I hereby agree to release, waive, and discharge CCL from any and all claims or liabilities resulting from my volunteer services. I hereby agree not to institute or assist in any action or suit at law or in equity against the County of Calhoun, Calhoun County Library & Museum, its officers, employees, agents, or otherwise, for compensation\_\_\_, damage, loss or injury either to person or property, or both arising out of volunteer services. Applications for minors will only be accepted with a parent’s signature (minimum age of 13 or entering 7th grade).

 Should I become a volunteer, I agree to:

* Comply with the rules and regulations of the Calhoun County Library.
* Perform my volunteer duties to the best of my ability and act at all times as a member of the team
* To meet time and duty requirement, or provide adequate notice and attempt to arrange for alternative arrangements

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Signature of Volunteer Applicant Date

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Signature of Parent/Guardian if applicant is under age 18 Date