



# Volunteer Application

March 2017

Please neatly complete the application and return it to the library branch nearest you.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WORK OR VOLUNTEER EXPERIENCE: \_\_\_\_\_

YOUR SPECIAL INTEREST OR SKILLS: \_\_\_\_\_

### WHAT IS YOUR REASON FOR VOLUNTEERING?

- \_\_\_ for fun/work experience
- \_\_\_ to earn service hours for school ( \_\_\_\_\_ hours needed, by \_\_\_\_\_ )
- \_\_\_ to earn service hours for a special project (Explain: \_\_\_\_\_ )
- \_\_\_ other (Explain: \_\_\_\_\_ )

### CHECK THE LIBRARY LOCATION(S) WHERE YOU WISH TO VOLUNTEER:

Main \_\_\_ Scheben \_\_\_ Florence \_\_\_ Walton \_\_\_

### SCHEDULE:

(NOTE: Shifts will be determined by the volunteer coordinator at each location depending on the availability of work and staff to supervise. Shift lengths are subject to change and must comply with Kentucky Child Labor Laws)

### Check all that apply.

- \_\_\_ I'd like to work special events
- \_\_\_ I'd like to work regular weekly shifts\*
- \_\_\_ Other: \_\_\_\_\_

*\*If you'd like to volunteer on a weekly basis or with another type of regular schedule, please indicate your availability in the chart to the right.*

Day of the Week	Morning	Afternoon	Evening
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

NAME OF SCHOOL: \_\_\_\_\_

LAST GRADE COMPLETED: \_\_\_\_\_ AGE (must be at least 12): \_\_\_\_\_

MY CHILD HAS PERMISSION TO VOLUNTEER AT THE LIBRARY (if under age 18):

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Emergency Phone Number

\_\_\_\_\_  
Volunteer Signature

**BOONE COUNTY PUBLIC LIBRARY**

**(859) 342-BOOK (2665)**

**[WWW.BCPL.ORG](http://WWW.BCPL.ORG)**

Main Library  
1786 Burlington Pike  
Burlington, KY 41005

Florence Branch  
7425 US 42  
Florence, KY 41042

Scheben Branch  
8899 US 42  
Union, KY 41091

Walton Branch  
21 S. Main Street  
Walton, KY 41094

Chapin Memorial Library  
6517 Market St.  
Petersburg, KY 41080



# Volunteer Agreement

As a volunteer, I agree to the following:

- A volunteer chooses to perform services for BCPL without compensation or expectation of compensation.
- A volunteer must be officially accepted into the program prior to performance of the task.
- A volunteer completes tasks as agreed upon.
- Volunteers adhere to an agreed upon schedule.
- Volunteers will record all hours worked.
- Volunteers wear a Volunteer name tag and dress appropriately for their assignment.
- Volunteers will treat both customers and staff with courtesy and will treat others in a way that they would like to be treated.
- In case of an emergency, volunteers will follow the directions of library staff to either exit the building or to shelter in place.
- Volunteers will adhere to policies within the Volunteer Program Guidelines.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Opportunity 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

Would you be interested in participating in social events for volunteers?    Yes    No (Please select one)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for volunteering at the Boone County Public Library!