

Horsham Township Library
2017 Summer Reading Program
VOLUNTEER APPLICATION & AGREEMENT

Horsham Township Library is accepting applications for youth volunteers to assist with the Summer Reading Program (SRP) which runs from **June 19 through August 11, 2017**. Volunteers sign up children and adults to participate in the program, listen to them talk about what they've been reading, distribute prizes, and help with special programs and events at the library. You are eligible to be a volunteer if:

- You will be age 14 by June 1st, 2017 and not over 18 by September 1st, 2017. *This is due to new adult volunteer clearance rules mandated by the state of Pennsylvania.*

Please print legibly the following information:

Volunteer Name: _____ D.O.B. ____/____/____

Cell Phone: _____ Home Phone: _____

Address: _____

City: _____ Zip: _____

Email: _____ @ _____ Grade in 2015/16: _____

Have you been an SRP volunteer in the past? (circle one) Y N If yes, how many years? _____

All volunteers must attend a scheduled training session, even if you have previously been an SRP volunteer. We will contact you to schedule a training date and time.

I have read all of the volunteer application and release statements on the following pages in full. I understand the SRP volunteer responsibilities and agree to perform the duties as described.

Volunteer signature: _____ Date: _____

Parent's name (please print):

Parent's signature: _____

Date: _____

Please turn in your completed application materials **in person** to the Front Desk.

For staff use only:

Date submitted: _____ Received by (staff initials): _____ Training date & time: _____

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Thank you for applying to be part of our Summer Reading Program (SRP). As a volunteer with Horsham Library, you agree to:

- Understand that your first priority as a volunteer is to help children participating in the Summer Reading Program.
- Be a positive role model. Represent the library well by being polite to everyone, including staff members and your fellow volunteers.
- Be enthusiastic—help make this a fun and rewarding program!
- **Dress appropriately:** closed-toe shoes (no flip flops or sandals), no shorts, and no tank tops. Please remember to clip on your volunteer badge when you arrive and remove it when your shift is over.
- Be on time. If you are running late, please call the library to let us know. Remember to sign in and out at each shift – you are responsible for keeping track of your volunteer hours.
- Come to the library to schedule or reschedule when you would like to volunteer. Library Staff will not be able to schedule shifts for you over the phone. Write down your schedule; Library Staff will not be able to give you your hours over the phone.
- Call us as soon as possible if you cannot volunteer when expected. You may be removed from the program if you miss a shift without informing us ahead of time.
- Find something quiet to do if you are not busy with registrations. You may ask staff if they have a project for you, or you may read.
- While volunteering, you may not talk on the phone, text, use electronic devices or have non-volunteering friends or family be with you.
- Understand that if we have to speak with you more than once about your conduct while volunteering, you may be removed from the program.

VOLUNTEER SERVICES AGREEMENT AND RELEASE

Confidentiality Agreement

I respect the confidentiality of library information and will discuss or give official information only as directed by a supervisor. No confidential information will be provided to the public except within the guidelines of the library.

Photo Release

I give Horsham Library, free of any compensation, unlimited permission to use, publish, and republish, in any media now in existence or that may later be developed, for any lawful purpose as it may determine, information and reproductions of my likeness and my voice related to any aspect of my volunteer service for the library. I hereby waive my right to first review the use of my likeness or voice before any use or publication.

Volunteer Handbook

I acknowledge that I have received Horsham Township Library Volunteer Guidelines. I further understand that, by signing this statement, I have read or will read the Volunteer Guidelines and that I understand the contents, or will discuss all questions that I have with my supervisor on the first day of my volunteer service. I also realize that this statement will become a permanent part of my volunteer personnel file.

Permission to Seek Medical Treatment

In the event of an emergency, I hereby give the Horsham Library permission to seek medical attention for myself or my child, if volunteer applicant is less than 18 years of age.

Insurance Information and Release

I understand that there is some risk and that I may be injured in the course of performing these volunteer activities or services for the library. I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against Horsham Library or any of its agents, officers, employees or other volunteers, for injury or damage resulting from negligence, howsoever caused, by any employee, agent, officer or volunteer of the Horsham Library as a result of my participation in this volunteer activity or service. In addition, I hereby release and discharge the Horsham Library, its agents, officers, employees and other volunteers from all actions, claims and demands that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage resulting from my participation in these volunteer activities or services.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A PARTIAL RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE HORSHAM LIBRARY AND I SIGN IT OF MY OWN FREE WILL.

Volunteer Name (please print) _____ Date _____

Volunteer Signature

Signature of parent/guardian

Date _____

PLEASE NOTE: SUBMITTING AN APPLICATION FOR VOLUNTEERING DOES NOT GUARANTEE YOU A VOLUNTEER POSITION. VOLUNTEERS ARE CHOSEN AT THE DISCRETION OF THE CHILDREN'S AND YOUNG ADULT LIBRARIANS. YOU WILL BE CONTACTED IF WE HAVE A POSITION FOR YOU.