



Sachem Public Library
 150 Holbrook Road, Holbrook, New York 11741
 phone (631) 588-5024 fax (631) 588-5064

www.sachemlibrary.org

Volunteer Application Form

Applications will be active for the period of July-June.

Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

If the volunteer hours are required by a school or other program, please indicate: _____

Volunteer Availability: Please fill in the hours you are available to volunteer.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From -							

For Children, grades 1 - 5 and Teens, grades 6 - 12: Grade: _____ Age: _____

If the applicant is under the age of 18, the applicant's Parent/Guardian must complete this section.

Parent/Guardian Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Emergency Contact Name: _____

Relationship: _____ Telephone: _____ Cell Phone: _____

.....
 This section to be completed by Parent/Guardian after the Library notifies the under 18 applicant of an upcoming volunteer opportunity.

Release for Volunteers Under the Age of 18

I have read the Volunteer Policy and the Guidelines and understand the rules that volunteers must follow. I hereby give _____ permission to perform the volunteer opportunity listed below.
Volunteer's First and Last Name

Signature of Parent/Guardian: _____ Date: _____

Volunteer Opportunity

 Activity

 Date

 Time

Director's/Designee's Approval:

 Signature

 Department

 Date



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Volunteer Policy

Sachem Public Library provides opportunities, on a limited basis, for volunteers to participate in special programs or projects. In order to aid the community in locating a wider range of volunteer opportunities, Reference, Teen and Children's Services maintain files of community agencies identified as accepting the assistance of volunteers. Also, *Friends of Sachem Library*, a non-profit organization of volunteers that work to support the goals of Sachem Public Library, welcomes new members.

From time to time, the Library encounters special short-term projects where voluntary assistance may be helpful. Volunteers may be recruited through individual contact with staff members, through existing community groups, or through names submitted for consideration for such duty. Prior to the commencement of any volunteer services, all volunteer groups or individuals who function within the Library must receive the Director's or the Director's designee's written approval of the services to be performed and the specific individuals to perform such services. The Library reserves the right to request references and/or background information on any proposed volunteer and may decline the services of any volunteer without having to state reasons for such declination of services. Volunteers shall not be used to supplant or replace established staff positions.

Volunteers shall work directly with and under the supervision of one primary staff member who shall guide them in their work. Volunteers are expected to act in accordance with all Library directives and policies, follow all directions and instructions by the supervising staff member and reflect positive customer service attitudes to all Library patrons. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation. Understanding that recognition is an important component of a volunteer program and that it is often the only way in which the Library can say "thank you" to a volunteer, each volunteer shall receive a "Certificate of Community Service" upon completion of the project.

The parent or guardian of all volunteers under the age of eighteen (18) years of age shall provide his/her written consent to the minor serving as a volunteer at the Library prior to the commencement of any services by the minor. Such consent shall contain an acknowledgement of the specific services to be performed by the minor and specify the parent's or guardian's understanding of the terms of this Policy. All volunteers shall be provided with a copy of this Policy prior to commencement of their services.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library nor shall any volunteer be considered an employee of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.

Volunteer Guidelines

I will regard my assignment as a serious commitment. I understand that my volunteer work will take my full attention and I will not entertain friends or family while on duty. I will be on time or will call the Library if I am unable to arrive when scheduled. I will report to the appropriate Library staff member when I arrive and depart. If there is a question or problem, I will promptly seek assistance from the Library staff.

I will dress neatly and appropriately, understanding that I am a representative of Sachem Public Library. I will NOT wear clothing that shows underwear, midriffs or is otherwise revealing. I will NOT wear shirts with logos, slogans or illustrations. Closed toe shoes are recommended; slippers and flip-flops are not. I understand that if I do not report appropriately dressed, I will not be able to volunteer.

I have read the above Volunteer Policy and Guidelines and if I am selected as a volunteer, I agree to abide by the rules therein.

Applicant Signature: _____ Date: _____