

VOLUNTEER SIGN-UP FORM



SCHOOL NAME _____ GRADE _____

PLEASE NOTE:

Geneva Public Library District aims to match the needs of the Library with the strengths and skills of our Volunteers. After receiving your form, we will notify you when a match has been made.

Feel free to share your pronouns with us (optional) _____ or you can tell us later.

NAME _____ DATE _____

ADDRESS _____

CITY _____ PHONE _____ ZIP _____

PHONE _____ EMAIL _____

SECONDARY EMAIL (optional: alternative or parent/guardian's email) _____

Describe any previous volunteer experience, special skills, or library-related interests:

EMERGENCY CONTACT INFORMATION:

NAME _____ RELATIONSHIP _____

MAIN PHONE _____ SECONDARY PHONE _____

SCHEDULE AVAILABILITY:

Please indicate which of the following time slots you are available for each day during the week.
Time Slots: M-Th. 9. a.m.-7 p.m., Fri. 9 a.m.-6 p.m., Sat 9 a.m.-5 p.m., and Sun. 12-5 p.m.

MON: _____ TUES: _____ WED: _____ THURS: _____

FRI: _____ SAT: _____ SUN: _____

Please return this application to Geneva Public Library District, 227 S. Seventh Street, Geneva, IL 60134.
Questions may be directed to teenvolunteers@gpld.org.

STAFF USE

CALLED _____ SCHEDULED _____

VOLUNTEEN STANDARDS

Geneva Public Library District highly values Volunteers. Their work supplements the work of library staff and translates directly into improved public service. As a result, it is important that Volunteers adhere to the following Library standards:

Attendance: Volunteers are depended upon to work their scheduled hours. If you will be absent or late, we request that you alert Library staff by e-mailing us at teenvolunteers@gpld.org.

Conduct: Volunteers represent the Library. Therefore, it is a very important to be courteous and friendly towards patrons, staff, and your fellow volunteers. You are expected to follow all Volunteer policies and procedures.

Dress: Your attire should be neat, clean, and free of tears. Avoid clothing with inappropriate words or images.

Friends and Family: Your friends and family are always welcome to visit the Library! However, we ask that they do not interfere with your tasks or service to patrons while you are here as a Volunteer. Cell phone use should be restricted to urgent matters and brief communications only.

Language: Use appropriate language, and avoid swearing, slurs, and insensitive comments.

Conflicts: We hope your Volunteer experience will benefit you and the Library. If you have any conflicts with Library policies, procedures, or your Volunteer duties, please contact us at teenvolunteers@gpld.org or (630) 232-0780.

Dismissals: Department Managers and the Deputy Director reserve the right to dismiss a Volunteer for inappropriate behavior, such as:

- Repeated unexcused absences from agreed-upon shifts
- Inappropriate language or conduct toward staff, volunteers, or the public.
- Abusive or disruptive behavior.
- Invasion of privacy or breach of confidentiality of staff, volunteers, or the public.
- Consistently poor performance of duties.
- Destruction or theft of the Library's or an individual's property.
- Misuse of any Library records, including electronic data.
- Possession of firearms, alcohol, or controlled substances on Library's property, or reporting for duty under the influence of alcohol or any illegal drugs

Record Keeping: For internal records and recognition purposes, Volunteers are required to sign in and out. Volunteers in need of records for external purposes (ex: GIVE hours) are responsible for their own tracking and may request staff signatures upon shift completion.

PARENT/GUARDIAN:

I have read these standards and I release the Library for any activities my child engages in while in service to the Library. Furthermore, once my child has signed out for the day, Library staff are not responsible for my child.

SIGN _____ PRINTED NAME _____ DATE _____

VOLUNTEEN

I have read and agree to these standards.

SIGN _____ PRINTED NAME _____ DATE _____