Adult Volunteer Application

Schiller Park Public Library

Name: _____

Phone number: _____

Email: _____

Address: _____

City: _____ Zip code: _____

How did you hear about SPPL Volunteering?:

_____

_____

Have you ever worked or volunteered for SPPL in the past? Yes ☐ No ☐

If yes, please explain: _____

_____

Why are you applying for community service hours: (Check One)

Required for school? ☐ School name: _____

Church: ☐

Other: ☐ Please explain: _____

Number of hours needed: _____ Deadline for completed hours: _____ /_____ /_____

                                                    Month   Day   Year

I certify that all information provided on this application is true and complete to the best of my understanding and that I am at least 18 years of age.

Applicant's signature: _____ Date: _____

Schiller Park Public Library Volunteer Service Agreement

As a volunteer at the Schiller Park Public Library, I, _____, agree to the following:

1. I will arrive on time, sign-in and notify a staff member I am here. If I am unable to do this I will email my immediate supervisor or call the library, giving 24-hours' notice when possible.

2. I understand that two absences without prior notification will result in termination.

3. I will remain on task until my shift has ended (except for restroom breaks). I will let a staff member know when I need to take a break or leave for the day.

4. I will speak with my immediate supervisor if I need to make changes to the schedule.

5. I have any questions about what I am to do, I will ask a staff member.

6. I will refer patrons to the staff on duty when asked questions not directly related to my task.

7. I will be courteous and respectful to library patrons, staff and other volunteers at all times.

8. I will abide by the library Code of Conduct.

9. I will limit my phone use to only when appropriate and for when I'm not actively engaged in volunteer activities.

10. I understand that any use of drugs, alcohol, weapons, or any form of theft, violence, or bullying are a violation of SPPL's Patron Code of Conduct and are grounds for immediate termination and/or prosecution.

Volunteer Signature _____ Date _____