

River Falls Public Library

Teen Volunteer Interest Form

*Must have completed 6th grade to be a library volunteer

Name: _____ Age/Grade: _____ Teen Phone: _____

Address: _____

City: _____ Zip Code: _____

Email address: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone: _____

Please check areas that you would be interested in volunteering:

- Special Projects

- Shelving

- Programs (help with set-up, chairs, etc.)

- Book Repair (mending, taping, gluing, cleaning, etc.)

- Book sales (help set-up, monitor and collect money)

- General assistance (make copies, prepare crafts, tidy up toys, straighten shelves, etc.)

- Gallery (must be 16 years of age)

Available to volunteer: _____ days _____ evenings _____ weekends
(Check all that apply)

Number of hours to volunteer: _____ hours per _____
(recommend **maximum** of 2 hours per day and 2 days per week)

Why do you want to volunteer? _____

Is this for community service? Yes No If yes why? _____

How many hours do you need to complete for community service? _____ Deadline _____

Comments and schedule conflicts:

****All volunteer times MUST be scheduled ahead of time**

Parents and guardians MUST sign this form & the City of River Falls Waiver in order for students to be allowed to volunteer If you have any questions, please feel free to contact Monica at 426-3484 or monical@riverfallspubliclibrar.org **Thank You!!**



I, the undersigned, acknowledge that my participation as **Library Volunteer** is strictly voluntary and that such participation does not in any manner imply that I am an employee of the City of River Falls or acting in the course and scope of employment or official company business. I understand that I will not be compensated for my time nor will I be eligible for worker's compensation coverage, any employee benefits, or unemployment benefits in connection with my work for the City of River Falls.

I, the undersigned, hereby assume full responsibility for all risk of injury or loss, including death, which may result from my participation in this program and hereby agree to hold harmless, release, waive, forever discharge and covenant not to sue or bring claim against the City of River Falls, their officers, agents and/or employees from any and all claims and demands whatsoever which the undersigned or any third person, and the representatives thereof have or may have against the said company, officers, agents or employees, by reason of any accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting directly or indirectly from my participation in the program and occurring during said participation, or any time subsequent there to, whether or not such loss, injury or death is caused or alleged to be caused in whole or in part by the negligent acts or omissions of the city of River Falls, their officers, agents or employees. The terms of this release shall serve as a release and assumption of risks for my heirs, executors, administrators and for all of my family members.

The Undersigned acknowledges that he/she has read the foregoing two paragraphs and is fully aware of the legal consequences of signing the within instrument.

Signature of Volunteer _____

Signature of Parent (if under 18) _____

Printed name of Volunteer _____

Date _____

Staff Use		
<input type="checkbox"/> Have Policy & Expectations	<input type="checkbox"/> Filled out Interest Form	<input type="checkbox"/> If adult, Authorization for Release of Info
<input type="checkbox"/> Passed background check (adult only)	<input type="checkbox"/> If teen, Parent/Guardian signatures	

Teen Expectations and responsibilities for volunteers

Expectations:

1. Show respect for the library, library policies and rules, and other users of the library, and share this respect with children as needed.
2. Exhibit honest, reliable and respectful behavior toward children, parents and library staff.
3. If you are unsure of what you are supposed to be doing, please ask for clarification or help.
4. Enthusiasm and desire to be here. Willingness to learn and to work hard. A positive attitude.
5. Have a willingness to learn and ask questions. Be proactive. If you want to work more hours or do something else, it is up to you to ask for help with that. Please don't be shy about talking to me or asking for what you need to do your best work.
6. This is your opportunity to prepare for a real job, and your chance to practice professionalism, responsibility and time management. All skills that you will use for years to come.

General Information:

1. Must have completed grade 6 to be a volunteer.
2. Dress neatly, arrive on time as scheduled, use appropriate language and voice volume while you are volunteering.
3. Please visit and converse with friends after your scheduled time.
4. iPods and listening devices are allowed, as long as they do not interfere with the work you are doing here at the library. Phones are NOT to be used during volunteer times. Texting, messaging, checking email or Facebook, making calls all are not to be done during your volunteer hours.
5. If you are planning to work more than 2 hours, you should plan to take a short break, but please do not take advantage of this. I recommend taking about 10 minutes to clear your head.
6. If you are unable to be here during a scheduled time, please call the library at 425-0905 and ask to speak to Monica (you may leave me a voice mail) or send me an email at monical@riverfallspubliclibrary.org
7. You are responsible for recording your own volunteer time. I will show you how this is done. If you forget, that time cannot be counted. I am only able to use time you have recorded for official recordkeeping.
8. If you need a letter of completion or recommendation, please let me know in advance. I am happy to write letters for volunteers, but need about a week to compile all the hours and put a letter together.

Thank you,

Monica

VOLUNTEERS

Volunteering is generally intended to promote good or improve human quality of life. It is considered as serving the society through one's own interests, personal skills or learning, which in return produces a feeling of self-worth and respect, instead of money. Volunteering is also for skill development, socialization and fun.

As a public sector entity, the City of River Falls is able to use unpaid volunteers if they meet the DOL criteria to qualify:

- The services are entirely voluntary, with no coercion by the employer, no promise of advancement, and no penalty for not volunteering.
- The activities are predominately for the employee's own benefit.
- The employee does not replace another employee or impair the employment opportunities of others by performing work which would otherwise be performed by regular employees.
- The employee serves without contemplation of pay.
- If an employee volunteering during non-work hours, the activity does not take place during the employee's regular working hours or scheduled overtime hours.
- If an employee volunteering during non-work hours, the volunteer time is insubstantial in relation to the employee's regular hours.

If a request is received from a citizen to offer volunteer services at the City, please refer the request to your Division Head. The Division Head, in consultation with Human Resources, must verify the request follows DOL requirements and if so, a "Volunteer Waiver Form" must be completed and returned to Human Resources.

Exception: When a "Volunteer Waiver Form" would not apply (example - A girl scout, boy scout or school group that wanted to help clean up a park or help paint park benches or something of a one-time occurrence).