



East Lake Community Library

VOLUNTEER APPLICATION

PERSONAL INFORMATION: *(Please Print)*

Last Name

First Name

Middle Initial

Street Address

City

State

Zip

Phone # : _____ E-Mail _____

Date of Birth _____

Are you a year-round resident? Yes ☐ No ☐

If not, what months are you available? _____

Have you ever committed, been convicted of, pled guilty to, or pled no contest to, a felony or a misdemeanor? *Note: Conviction of a crime is not necessarily grounds for disqualification.

Yes ☐ No ☐ (If yes, please explain): _____

Please state any education, experience, or skills that may be of value to East Lake Community Library.

OCCUPATION AND/OR EDUCATION

Circle Highest grade completed: 9 10 11 12

College (degrees completed) _____

Current and/or former occupation _____

Employer _____

Are you a student? Yes ☐ No ☐

TEEN APPLICANTS ONLY

→ **Minimum Age Requirement is 14 Years Old.**

Would you use these volunteer hours for *Bright Futures*? Yes ☐ No ☐

Name of School & Graduation Year _____

HOW DID YOU HEAR ABOUT OUR VOLUNTEERING OPPORTUNITIES?

Friend ☐ Website ☐ Library Flyer ☐ Social Media ☐ Road Sign ☐ Other ☐

VOLUNTEER AVAILABILITY: (Please circle the days and times you are available to volunteer.)

**Note: Volunteer shifts will be either 2 or 3 hours long, depending on library needs and availability. Also, volunteering times are flexible upon request.*

MON. 9-12 TUES. 9-12 WED. 9-12 THURS. 9-12 FRI. 9-11 SAT. 9-11

MON. 12-3 TUES. 12-3 WED. 12-3 THURS. 12-3 FRI. 11-1 SAT. 11-1

MON. 3-5 TUES. 3-5 WED. 3-5 THURS. 3-5 FRI. 1-3 SAT. 1-3

MON. 5-7 TUES. 5-7 WED. 5-7 THURS. 5-7 FRI. 2-4

VOLUNTEER OPPORTUNITIES: (Please rank the opportunities available from 1-9 based on your interest level with 1 being the most interested and 9 being the least interested.)

- _____ **Circulation Responsibilities** – Duties include, but are not limited to, shelving library items, maintaining shelf appearance, pulling on shelf hold items, and checking in returned books.
- _____ **Children's Floor Worker** – Duties include, but are not limited to, shelving children's items, maintaining cleanliness of children's room.
- _____ **Book Nook** – Duties include, but are not limited to, evaluating, sorting, and pricing donated items for resale.
- _____ **Bling Buddies** – Duties include, but are not limited to, sorting, cleaning, pricing, and creatively displaying donated jewelry in the Bling Cabinet.
- _____ **Teen Tech Team** – Duties include, but are not limited to, helping patrons with tech-related questions.
- _____ **Online Resale** – Duties include, but are not limited to, evaluating, pricing, and listing donated items for online resale.
- _____ **Garden Gurus** – Duties include, but are not limited to researching, planning, and performing the maintenance and expansion of Children's Garden and library grounds.
- _____ **Helping Hands** – Duties include, but are not limited to, assisting with library programs, special events, and non-recurring projects. (*This volunteer opportunity is available to ages 11 and over.)
- _____ **Collection Connection** – Duties include, but are not limited to, driving to and from patron residences and/or community centers to deliver and retrieve library materials. (*Must be 18+ and willing to undergo a background check.)

EMERGENCY CONTACT: (Please provide the contact information for someone we can reach in case of an emergency)

Full Name: _____

Relationship to Volunteer: _____

Primary Phone Number: _____

Note: This information will only be used in case of an emergency and will be handled with confidentiality.

ADMIN USE ONLY

Date Application Received: _____ Interview Date: _____ Start Date: _____

Location/Task Assigned: _____

Background Screening Date Completed (if applicable): _____

Notes: _____



East Lake Community Library

VOLUNTEER AGREEMENT

Your work as an ELCL volunteer provides important support for the Library's mission to provide resources that meet the educational, recreational, cultural, intellectual, and social needs of our community.

Please read, sign and return this agreement with your volunteer application

The Library agrees:

1. To provide you, as a volunteer, with a safe work environment.
2. To provide supervision and training by a member of the library staff, who will answer your questions and provide feedback regarding your work.
3. To recognize your contributions as a volunteer to the success of the library.

As a volunteer, I agree:

1. To attend an ELCL Volunteer Orientation.
2. To accept guidance and decisions of ELCL paid staff members.
3. To always wear a volunteer name badge while on duty.
5. To log all volunteer hours using 'Track it Forward,' our online system for recording volunteer time.
6. To maintain confidentiality of all staff and borrower information. I understand that any violation of the confidentiality of borrower information will result in the termination of my volunteer program.
7. To dress appropriately and act courteously to patrons and employees.
8. To report on time, as scheduled and check in with staff upon arrival, and perform delegated tasks only.
9. To give advance notice of absences, when possible, record the absence on the volunteer calendar, or email the Volunteer Coordinator (volunteer@eastlakelibrary.org), or call the library at 727-773-2665 for same-day callouts. If the library is closed when I call, I will leave a message to alert staff of my absence.

I understand and agree that If I commit to volunteering for more than 10 hours per month, a background check will be required and will be paid for by ELCL. Volunteers under the age of 18 are exempt from the background check requirement and may volunteer for more than 10 hours per month.

I certify that all statements made in this application are true and correct to the best of my knowledge, and I agree and understand that any false information may result in my dismissal from the Library.

Volunteer Signature: _____ **Date:** _____

PARENT/GUARDIAN CONSENT (for volunteers under age 18):

I give permission for the above applicant to volunteer at East Lake Community Library for a maximum of _____ (two hours minimum) per week.

Parent/Guardian Signature: _____

Parent/Guardian Print Name: _____

Date: _____ **Phone:** _____