

# **Volunteer Application**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

## **Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

## **If under 18 years of age:**

Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name and Signature of Parent/Guardian consenting to applicant working as volunteer:

\_\_\_\_\_

## **Police Records Check:**

All volunteers must provide a current police records check. If needed, library staff will provide a letter to be taken to the police station. This letter must be requested by applicant.

Police record check provided: Yes \_\_\_\_\_ In progress \_\_\_\_\_

## **Skills and/or Experience:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Why are you interested in volunteering with the Renfrew Public Library?**

\_\_\_\_\_  
\_\_\_\_\_

**Special talents or interests?**

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**What type of volunteer opportunity are you interested in (please check all that apply)?**

Helping with Landscaping		Shelf Reading and Shelving Materials		Homebound delivery services	
Run a Program		Special projects		Tech Help Program	
Other Ideas (List below)		Program assistance		Administrative help including photocopying, folding, cutting, craft help, etc.	

Please  the times you are available:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

**References:**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please acknowledge the following:**

- I have read and agree to RPL's Volunteer Code of Conduct
- I have read and signed the Acknowledgement of Risks form
- I understand that if I wish to understand further why this process is adhered to I can read the brochure titled, "Take the First Step...Understanding Volunteer Screening"
- I understand that volunteering is like having a job. We count on you to be here at the agreed upon time. The time will be determined during the interview.
- All volunteers must complete an orientation and training session, including AODA training and provide a police records check prior to beginning to volunteer.
- Confidentiality Agreement: I will respect the privacy and confidentiality of all information to which I am exposed while working as a volunteer for the Renfrew Public Library. I promise to keep confidential the private information of people in and using the library, including material from and about patrons and matters regarding fellow volunteers and staff members.

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Applicant's Signature

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Date

## **Appendix 14 of the Renfrew Public Library Policies and Procedures Manual**

# **Volunteer Code of Conduct**

The following guidelines and procedures outline the essential expectations of all volunteers. Failure to comply may result in dismissal.

### 1. Interaction with Library Users

Library user requests are always handled by paid Library Staff due to liability issues and because of regular changes which occur in our operations and procedures. Volunteers must refer all user questions, other than directional (i.e. Where is the washroom?) to Library Staff.

### 2. Privacy of Library User Records

Upon accepting and signing the volunteer contract, volunteers agree that they will not share any user or Library knowledge that they have gained through volunteer duties at the Library.

### 3. Dress Code and Identification

Volunteers are expected to have a clean and neat appearance while assisting the Library. Please dress comfortably but appropriately for your assigned task. Please ensure that you always wear a volunteer badge which you can obtain and return at the circulation desk.

### 4. Record of Volunteer Hours

During orientation, you will be shown the volunteer log binder. Please ensure that you record your volunteer activity every time you are at the Library in a volunteer capacity. The volunteer log is crucial for Library statistics and for future volunteer recognition.

### 5. Storage of Personal Belongings

The Library is not responsible for the loss or damage of personal effects. The library cannot assign personal lockers to volunteers. There is limited space in the Staff Workroom, but volunteers may store personal items while in the Library for their volunteer shift.

### 6. Supervision and Reporting

You will report to a designated employee at the Library. If you are unable to attend a regularly scheduled volunteer shift or event please inform your supervisor. Please direct all program/task related questions to your supervisor. General questions about volunteering, policies, etc. should be directed to the CEO.

### 7. Volunteer responsibilities:

- Perform tasks to the best of my ability
- Be punctual and conscientious
- Accept supervision from library staff
- Uphold the standards of the Library before the community at large.

### 8. The Library agrees to:

- Assign suitable assignments with consideration for personal preference and skills
- Orient the volunteer to the facility, emergency procedures, AODA customer service, and health and safety requirements
- Provide training and supervision specific to assigned tasks; allow the volunteer to be heard regarding suggestions or concerns.

# Acknowledgement of Risks

## ELEMENTS OF RISK

I acknowledge that my participation as a volunteer can involve certain elements of risk that could result in an injury. The risk of sustaining an injury can result from the nature of the activity itself, natural and manmade, climatic conditions, the actions of third parties and the participant's own physical condition and actions.

The risk of sustaining an injury while volunteering on behalf of Renfrew Public Library can result from the nature of the activity and can occur without any fault of the participant, or the Renfrew Public library, its employees, agents, council members, or the facility where the activity is taking place. By choosing to volunteer in this activity, you are accepting the risk that you may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

In order to participate, I HEREBY AGREE to do so at my own risk and understand that I do not have access to Renfrew Public Library Health Benefits or WSIB.

If you choose to participate as a volunteer on behalf of the Renfrew Public Library you must understand that you bear the responsibility for any injury that might occur.

## ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian : \_\_\_\_\_ Date: \_\_\_\_\_

## PERMISSION

I hereby give \_\_\_\_\_ (name of student) permission to volunteer with the programs, events and activities offered by the Renfrew Public Library.

Signature of Parent/Guardian : \_\_\_\_\_ Date: \_\_\_\_\_

# Take the First Step...Understanding Volunteer Screening – Brochure

