



High School Student Volunteer Application

Name _____ Age: _____

Phone# _____ Email _____

Parent/Guardian's Name _____

Phone# _____ Email _____

Address: _____

Grade in School: _____ Favorite Subject(s): _____

Hobbies: _____

Clubs: _____

Reason for volunteering: personal interest school assignment honor society other

Availability:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How often would you like to volunteer? _____

If you are volunteering in order to fulfill a school assignment, please answer:

Name of School: _____ Name of Teacher: _____

Teacher contact Information: _____

Total number of hours needed: _____ Due by: _____

Description of assignment: _____

Do you have an Onondaga County library Card? Yes No

Margaret Kingsport
Director of Innovative Family Services
Fayetteville Free Library
300 Orchard St.
Fayetteville, NY 13066
(315) 637-6374 ext. 337
mkingsport@fplib.org

For Staff Only:	
Staff Accepted _____	Date _____
MCK Reviewed _____	Date _____
Notes _____	
ED Reviewed, Final copy for Admin _____	Date _____



Volunteer Services Agreement

Dear Participant:

Welcome to the Fayetteville Free Library (FFL) Volunteer Program. Your work here is greatly appreciated by our staff. Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions during your service is required for your participation.

While you are here:

1. Adhere to your work schedule. Many of your duties are arranged in advance of your arrival. If due to an unexpected emergency you are unable to come, please call your library contact as soon as possible.
2. Telephone use: Please make personal calls during your rest break.
3. Name Badges: All Volunteers are required to wear name badges when on duty to provide easy identification to patrons and library staff.
4. Kitchen and staff room use: Please feel free to use the staff break room during breaks or your lunch/dinner time. Clean up thoroughly after you have finished in these areas. Please do not move or consume any food or drink that is not your own.
5. Food/Drink/Smoking: Food and drink may only be consumed in the staff break room. We are an Onondaga County Smoke-Free property; no smoking is allowed on library property. Alcohol and drug use is strictly prohibited.
6. Closing Policy: The FFL Inclement Weather Closing Policy is at the discretion of the Executive Director. Please consult the news channels for up-to-date closing information.
7. Confidentiality: The privacy of FFL patrons and staff must be respected at all times. State law requires that information regarding staff members, library operation and registered users stored in any form—hard copy, computer or microfiche—is confidential and is made available only to staff and volunteers in the line of duty and to others only in response to a subpoena. This includes, but is not limited to, what people are reading, requesting and viewing on computer screens. If approached by media, police, or others you are asked to refer them to your direct supervisor or the FFL's Executive Director.
8. Selling: All Library volunteers and staff are prohibited from engaging in any solicitation or selling activities on library property.
9. The FFL prohibits all forms of harassment and discrimination in the workplace. This includes, but is not limited to, harassment based on race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
10. Co-workers and patrons: In all interactions with patrons and co-workers, treat these individuals with respect and courtesy. If asked questions by patrons on the floor of the library, please refer them to a staff member at the Circulation Desk or Information Desk for assistance.



11. Volunteers are not covered under any Workers' Compensation program for injuries that occur in the course of their volunteer assignment. Volunteers are not covered by any liability insurance policy associated with the Fayetteville Free Library.
12. Volunteers are required to inform their direct supervisor of any physical or medical condition that could threaten, harm, inhibit or otherwise impact their performance while completing their assigned hours at the FFL.
13. Volunteers are required to report any accident that occurs on FFL premises to their immediate supervisor or the nearest librarian.
14. Volunteers are unpaid human resources.

If you have any questions about the completion of your Volunteer assignment, please ask your supervisor or any available librarian.

We would like to emphasize the importance of following these guidelines, for failure to do so may result, at the sole discretion of the Fayetteville Free Library, in immediate dismissal.

I release the Fayetteville Free Library, its board members, employees, and volunteers from any and all claims including, but not limited to, claims for personal injury or damage to property resulting from, arising out of or related to my participation as a volunteer. This release includes, but is not limited to, alleged damages, injuries or claims arising out of negligent or other acts of employees of the Fayetteville Free Library. I am voluntarily assuming the risk of any personal injury, loss or damage, which may result from any situation to which I am exposed. I agree to hold harmless and indemnify the Fayetteville Free Library, its board members, employees and volunteers from any claim or demand asserted against the Fayetteville Free Library, its board members, employees or volunteers as a result of any action I take during my volunteer time at the FFL.

(If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.)

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Any volunteer under eighteen years of age must also obtain the following consent and release before a volunteer assignment is granted.

I, _____, am the parent or guardian of _____ who has applied for a volunteer position with the Fayetteville Free Library. I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____