



# Teen Volunteer Application

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**Name** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Email** \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Email** \_\_\_\_\_

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

**Grade in School:** \_\_\_\_\_ **Favorite Subject(s):** \_\_\_\_\_

**Hobbies:** \_\_\_\_\_

**Clubs:** \_\_\_\_\_

**Reason for volunteering:**

**Is there a specific # of hours you need to volunteer?**

**Availability:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**How often would you like to volunteer?**      Daily    Weekly    Monthly    Other

**What are you interested in doing as a volunteer?**

**Is there anything you *don't* want to do as a volunteer?**

**Fayetteville Free Library**  
300 Orchard Street  
Fayetteville, NY 13066  
www.fflib.org  
@fayettevillelib  
(315) 637-6374

**Director of Innovative Family Services**  
Margaret Portier  
mportier@fflib.org  
@tophile



What work, school, or volunteer experience do you have that is relevant to volunteering in the library?

Computer skills:

Artistic skills:

Other skills or talents:

Are you *comfortable* speaking to: Children? Teens? Adults? Elderly?

Are you *uncomfortable* speaking to: Children? Teens? Adults? Elderly?

Would you like to join (you can choose more than one):

Teen Corps of Volunteers

BookWorms

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

Name of School: \_\_\_\_\_ Name of Teacher: \_\_\_\_\_

Description of assignment: \_\_\_\_\_

School Contact Information: \_\_\_\_\_

Total number of hours needed: \_\_\_\_\_ Due By: \_\_\_\_\_



# Volunteer Services Agreement

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## 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 both the kitchen facilities and the staff room during breaks or your lunch/dinner time. Clean up thoroughly after you have finished in these areas.
5. Food/Drink/Smoking: Food and drink should only be consumed in the kitchen and the staff room. We are an Onondaga County Smoke-Free property; no smoking is allowed on library property. Alcohol and drug use is strictly prohibited.
6. 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 a volunteer is approached by media, police or others, you are asked to refer them to your direct supervisor or the FFL's Executive Director, Susan Considine.
7. Selling: All Library volunteers and staff are prohibited from engaging in any solicitation or selling activities on Library property.
8. 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.
9. Co-workers and patrons: In all interactions with patrons and co-workers, treat these individuals with respect and courtesy.
10. 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.



11. 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.
12. Volunteers are required to report any accident that occurs on FFL premises to their immediate supervisor or the nearest librarian.
13. 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 \_\_\_\_\_

Do you have an Onondaga County library card? Yes \_\_\_\_\_ No \_\_\_\_\_

Fayetteville Free Library  
 300 Orchard St.  
 Fayetteville, NY 13066  
 www.fflib.org  
 (315) 637-6374

Copy to ED/Admin File _____	Initials _____	Date _____	Executive Director
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# So, you want to volunteer?

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## We've got some great opportunities for you!

→If you are interested in helping prepare for and run the library's **book sale** fundraisers, you can become a **BookWorm**! BookWorms use **detective skills** to figure out what category and genre each book is. They then **use a computer** to add the book to a database and then shelve the book in the right place. During book sales you will be crowd control and cashiers.

→Or you can be a member of the awesome **Teen Corps of Volunteers**! You can come in for 2 or more hours a week **any time** your busy school and homework schedule allows. TCV can participate in a **variety of activities** such as:

- ***Adopt a Shelf***

Choose a shelf, shelves, or collection in the library and regularly check to make sure it is tidy and in order.

- ***Event Support***

Assist librarians during programs and events.

- ***Display Arrangement***

Arrange book displays around the library.

- ***Program Prep Support***

Make photocopies, cut paper, sort, collate, prepare handouts, and other library program-related preparation.

- ***Processing Project Assistance***

Help us out by working on projects.

- ***Smart Play***

Help supervise SmartPlay programs.

**If you are interested in any of these opportunities, or if you have an idea for something else you might like to volunteer for, please fill out a Teen Volunteer Application AND Volunteer Service Agreement and return it to a librarian at the Fayetteville Free Library.**