

ALICE BAKER MEMORIAL PUBLIC LIBRARY
820 East Main Street, Eagle, WI 53119 (262)594-2800

YOUTH VOLUNTEER APPLICATION

NAME _____ Birthdate _____

PHONE # _____ ALTERNATE PHONE # _____

ADDRESS _____

SCHOOL ATTENDING _____

CURRENT GRADE _____ Parent Name & Phone # _____

Emergency Contact _____

Emergency Contact Phone # _____ Relationship _____

Why do you want to volunteer at Alice Baker Library? Do you have any specific skills that would help the library? _____

Previous work or Volunteer experience:

Dates _____ Contact Person & phone # _____

Job & Duties _____

Dates _____ Contact Person & phone # _____

Job & Duties _____

Please let a supervisor know if you have any volunteer requirements or paperwork.

We are happy to complete these for you.

I have read the code of conduct and agree to abide by it and all library rules.

1. As a representative of the library, you must be pleasant and helpful with all patrons.
A professional attitude is expected.
2. Dress appropriately, as if this was your job.
3. Direct any patron questions not related to your duties to library staff.
4. You may not baby-sit or visit for extended periods with friends while you are completing your duties.
5. Do not eat or drink on the library floor. Snacks or breaks can be taken in the staff workroom.
6. Do not use walkmans, iPODs, MP3 players or any other personal entertainment device while on duty. Please do not use cell phones during your volunteer time. If an important phone call must be dealt with, please do it outside or in the staff workroom and keep it low-toned and brief.
7. Call the library to inform a staff member if you are unable to work your scheduled Volunteer times. Inform a staff member if you must change any of your scheduled Volunteer times. Always be sure to check in with a supervisor when arriving and check out when leaving the library.
8. If any concerns or problems arise while you are volunteering, inform a staff member immediately.

Volunteer's Signature _____ Parent's signature _____

Date _____ Director's Signature _____