

## Information

Full Name\*: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Mailing Address: \* \_\_\_\_\_  
Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: \* \_\_\_\_\_ Email: \* \_\_\_\_\_

Emergency Contact: \* \_\_\_\_\_ Emergency Contact Phone: \* \_\_\_\_\_

Where did you find out about volunteering? \* \_\_\_\_\_

Why do you want to volunteer? \* \_\_\_\_\_

Tell us about your interests, hobbies, skills, or experiences. \* \_\_\_\_\_

Are you interested in hosting programs at the Library?  YES  NO

### Volunteer Qualifications

- Ages 18 and older
- A resident of St John the Baptist Parish
- A passion for community involvement
- Conscientious and reliable
- Friendly attitude
- Strong communication skills
- Can work independently to fulfill assigned tasks

### Volunteer Responsibilities

- Be fully engaged in my opportunity, participate to the best of my ability, and demonstrate enthusiasm in my volunteer work.
- Community-Led Programs:
  - All submitted content is original, created, and completed by me or properly cited.
  - Program Summary sheets and project materials must be completed on time.
  - Must communicate openly with the Programming Coordinator regarding program completions, questions, etc.
- Event Set-up/Clean-Up:
  - Help library staff prepare for a library program or special event by setting up chairs, tables, and refreshment stations, preparing and organizing program supplies, and/or cleaning up afterward.

## St. John the Baptist Parish Library (SJBPL) Volunteer Services Policy Requirements

- Applicants 18 or older must consent to an annual criminal background check for working with youth.
- Applicants cannot apply for court-ordered volunteer hours.
- Abide by the policies set forth by SJBPL.
- Attend an orientation.
- Must adhere to the volunteer work schedule.
- Must agree that SJBPL and/or St. John the Baptist Parish will not be held liable for injuries sustained by the applicant while fulfilling volunteer duties.
- Agree to accept release from assignment if conduct or performance is unsatisfactory.

By checking this box, you agree to comply with the policy above.

## Acknowledgment, Waiver, and Release

Please review and check all the acknowledgments below and provide an electronic signature below.

I acknowledge and understand that I am volunteering my services to the program without any express or implied promise from SJBPL to compensate me for my services. \*

I acknowledge and understand that I am not an employee of SJBPL nor entitled to any benefits typically associated with employment. I acknowledge and understand that there is no guarantee of future employment with SJBPL. \*

I acknowledge and understand that I must follow the rules and regulations of SJBPL to the best of my ability, including, but not limited to, providing timely notice if I am sick and unable to attend and arrive at the Library as scheduled.

I acknowledge and understand that my volunteer services can be terminated at any time by either SJBPL or me. \*

I acknowledge and understand that I will participate in the program at my own risk. I affirm that I am physically fit and prepared to perform services. I will not create an unsafe situation for myself or others, nor will I use any tool or engage in any task I am not entirely comfortable with. I will abide by library policies and the directions of the Program Coordinator or Branch Supervisor. \*

I grant SJBPL full permission to use photographs, videos, quotes, etc., to promote the Library. \*

I ACKNOWLEDGE and UNDERSTAND that I represent and warrant that I have never been charged with or convicted of violating any criminal statute, whether felony or misdemeanor (excluding traffic violations). I authorize the SJBPL to research my background for criminal history as necessary. \*

## Disclaimer and Signature

- *I certify that my answers are accurate and complete to the best of my knowledge.*
- *I understand that any work submitted becomes the Library's property and is used in our programming, publications, and social media.*

Signature: \* \_\_\_\_\_ Date: \* \_\_\_\_\_