

Valley Cottage Library

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Student Volunteer Application

Name: _____ Date of Application: _____

Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Date of Birth: _____ Grade: ____ School: _____

Volunteers are given a time slot of one hour per week. Volunteer slots are available Monday-Thursday 3 pm to 7 pm and Friday 3-4 pm. Throughout the year, there may be opportunities available for more hours, including a small amount of Saturday hours, for special events.

How many hours of community service do you need to fulfill? _____

When do your hours need to be completed? _____

Please indicate your availability based on the time slots described. _____

Volunteer tasks primarily include making sure books are in their proper places and helping to keep the Children's Room tidy. Volunteer tasks may also include: book recommendations, helping with programs, preparing crafts, and assisting with the Summer Reading Club. Volunteer tasks DO NOT include checking out books at circulation or running storytimes.

Why do you want to volunteer in the Valley Cottage Library Children's Room?

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____

Cell Phone: _____

CONSENT

(Required for all volunteers under the age of 18)

_____ has my permission to work as a volunteer in the Children's Room of the Valley Cottage Library. I will encourage my child to follow the volunteer rules and guidelines.

Signature of Parent/Guardian: _____ Date: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Valley Cottage Library

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Children's Room Student Volunteer Welcome Letter

Hello and welcome!

On behalf of the Children's Room staff, thank you for your interest in volunteering at the Library. Volunteering not only helps the Library, but it also provides you with practical work experience in a fun and friendly environment!

We find that the volunteering experience is most successful for both the student and the library staff when the following guidelines are observed:

1. The student must be a resident of the Nyack School District, completed 5th grade, and not yet be in high school.
2. Students are limited to 15 hours of volunteering each school year. The staff will make every effort to find age and skill appropriate tasks for the student to complete.
3. The student and the Children's staff will work together to create a specific volunteering schedule. Except for special events, student volunteers work for one hour once a week. Available volunteer hours are extremely limited. If a desired slot is not available, you will be placed on the waiting list and contacted when a space becomes available.
4. Library staff will keep track of your volunteer time on a log kept in the Children's Room. Library staff will print a letter of documentation of hours upon request.
5. Per New York State law all volunteers regardless of age are required to participate in annual Sexual Harassment Training before volunteering in the Library. The Library provides training for volunteers through its online volunteer portal <https://guides.rcls.org/vclvolunteers>. Volunteers should complete the training at home and bring a completed training certificate to the Library on their first scheduled date to volunteer.

Mandatory Volunteer Rules

1. Arrive on time and ready to work.
2. If unable to work scheduled hours, inform library staff as soon as possible. Call 845-268-7700.
3. No cell phone use while working.
4. Stay on task, follow directions, and have a helpful and responsible attitude.
5. Work independently for short periods of time with indirect supervision.
6. When patrons require assistance, the volunteer must refer them to a staff member.
7. You are a representative of the Valley Cottage Library and must dress and behave appropriately.

If the above guidelines are not followed, the supervisor may terminate this volunteer opportunity.

Sincerely,

Danielle Connolly
Head of Children's Services

Jennifer Kenny
Children's Room Volunteer Supervisor

VOLUNTEER APPLICANT'S STATEMENT OF UNDERSTANDING

"I, _____ have read and fully understand the *Children's Room Student Volunteer Welcome Letter* and agree to abide by these guidelines."

Signature of Volunteer Applicant: _____ Date: _____