



VOLUNTEER APPLICATION

FIRST NAME _____ LAST NAME _____

ADDRESS _____ CITY _____ ZIP _____

PRIMARY PHONE () - _____ EMAIL _____

EMERGENCY CONTACT _____ RELATIONSHIP _____ PHONE () - _____

- REASONS FOR VOLUNTEERING**
- Personal Enrichment
 - School/Service Hours
 - Learn New Skills
 - Gain Job Experience
 - Other _____

If volunteering for school, service, or court ordered hours please indicate: # of hours: _____ Date needed: _____
 Name of school/program: _____

VOLUNTEER POSITION(S) YOU ARE INTERESTED IN: (See back for detailed descriptions)

- Office Support - ages 13 to 17
- Special Events - ages 13 to 17
- Keep It Clean – 13 and up
- Computer Coach - age 18+

Please describe any previous volunteer work, special skills, educational or work experience that you would bring to a volunteer position at Lake Villa District Library: _____

REFERENCE Please list a work, school, volunteer or personal (not relatives) reference we may contact.

NAME _____ PHONE () - _____

ADDRESS _____

AGREEMENT: I understand that this is only an application for a volunteer opportunity; it is not a guarantee of placement. I also understand that I will be required to abide by all the rules and regulations of Lake Villa District Library.

APPLICANT SIGNATURE _____	DATE _____
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PARENTAL PERMISSION FOR UNDER 18 APPLICANT	
I _____ (Print name) the undersigned parent or legal guardian,	
grant permission for _____ to volunteer at the Lake Villa District Library.	
Parent/Legal Guardian signature _____	DATE _____



VOLUNTEER TASK DESCRIPTIONS

OFFICE SUPPORT – Create forms for the interlibrary loan department, search news sources for local articles, copy flyers for all departments and other jobs that help the library run smoothly.

Available for ages 13 to 17

SPECIAL EVENTS - Assist staff during library programs once or twice a month. Help with room set-up, direct program attendees, attend program and gather program evaluations. Any other duties will be explained in a short training session before the program. **Available for ages 13 to 17**

KEEP IT CLEAN – Help keep the library clean and shiny by washing children's books, dusting shelves and keeping our library grounds tidy. **Available for ages 13 and over**

COMPUTER COACH - Instruct library users how to access the Internet, use Microsoft Office and send/receive email. Coaches work with patrons 1 on 1 at the library. Coaches are able to schedule appointments at their convenience. **Available for ages 18 and over**
