



# POPLAR CREEK PUBLIC LIBRARY DISTRICT

## VOLUNTEER APPLICATION

All applicants must have a valid Poplar Creek Public Library District Card.  
Youth ages 11-17 may only apply to serve as volunteers for designated youth programs and special projects and require parental approval. Please print clearly and complete all sections.

Personal Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street City Zip

Preferred Phone Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Poplar Creek Library Card #: \_\_\_\_\_

Volunteer Interests and Skills: Please indicate the opportunity you are interested in.

Please list the Volunteer Opportunity/Programs you are interested in (see page 3 for list of available opportunities): \_\_\_\_\_

Day and time preference (if applicable): \_\_\_\_\_

Special Skills that would assist you in performing your volunteer tasks: \_\_\_\_\_

Will your volunteer hours be used to fulfill requirements for school or another organization? *The Poplar Creek Public Library District is unable to accept court-ordered or court supervised community service.*

Yes \_\_\_\_ No \_\_\_\_ . **If you marked “yes”, please answer the following questions:**

Your Age: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Number of Hours to be Completed: \_\_\_\_\_

*All volunteers must be fluent in English, both oral and written.*

Due to the number of volunteer applicants we receive for each open opportunity, not every applicant can be placed. If you are not selected for your preferred volunteer opportunity, would you like to be contacted if a similar opportunity is available? \_\_\_Yes \_\_\_No

Would you be available to volunteer at:  
\_\_\_\_\_ Main Library \_\_\_\_\_ Hanover Park Branch

Do you have any physical limitations that need to be considered when placing you in a volunteer position? \_\_\_\_\_

**Signature**

I hereby apply to volunteer at the Poplar Creek Public Library District. I understand if I am placed in a volunteer opportunity, I must abide by the rules of the Poplar Creek Public Library District's Volunteer Program. I understand that I must perform my assigned tasks in a professional manner and adhere to the Library's Privacy Policy. Failure to do so may result in my dismissal from the volunteer program. I understand that all volunteers 18 years and older must execute a release for a criminal background investigation and volunteering is contingent upon receipt of the criminal background investigation. Volunteers Ages 11 through 17 must submit two written references from adults who are not family members.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Applicants ages 11-15:**

Youth ages 11-15 may only apply to serve as volunteers for designated youth programs and special projects and must have written parental approval.

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Preferred Phone Contact: \_\_\_\_\_

LIST OF CURRENT VOLUNTEER OPPORTUNITIES:

- Anniversary Committee (assist in preparations, programs for our 2016 Anniversary year)
- Strategic Planning Committee (assist in developing strategic goals for 2016-2020)
- Programming Committee (assist with library programs, checking in registered patrons)
- Wildflower Garden Committee (assist with preservation and education programs)
- Parade Float Committee (work on 2016 Library Parade Float)
- Adopt-a-Shelf Program - Adopt a section of shelves to maintain in correct alphabetical. Shelves need to be checked and straightened each week during a scheduled shift.
- Teen Volunteer Program - Assist our Youth Services Staff with special projects, shelving books and other duties as needed.
- ESL (English as a Second Language) Tutors - Teach small groups of limited-English-speaking adults how to read, speak and write English. Experienced required for tutoring.
- Genealogy Assistants - Assist patrons with genealogy research.
- One-Time Projects - Occasional volunteers are needed for one-time events or projects.
- Instructors – do you have a skill, hobby, subject that you are an expert in and would like to share with the community.