fhpl
start here. go anywhere.
fairhope public library

ADULT VOLUNTEER APPLICATION

Date Received _____

_____ Initial here if you are 18 or older

If age 17 or younger please complete a Teen Volunteer Application

Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

Morning:	___ Monday	___ Tuesday	___ Wednesday	___ Thursday	___ Friday	___ Saturday
Afternoon:	___ Monday	___ Tuesday	___ Wednesday	___ Thursday	___ Friday	___ Saturday
Evening:	___ Monday	___ Tuesday	___ Wednesday	___ Thursday	___ Friday	___ Saturday

Interests

Tell us which area you want to volunteer. Choose from the task list on the second page!

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports:

Previous Volunteer Experience

Volunteered at FHPL before   ____ Yes   ____

No Summarize your previous volunteer experience:

Person to Notify in Case of Emergency

Name	
Home Phone	
Work Phone	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Volunteer Indemnity and Hold Harmless Agreement

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

The undersigned does hereby agree to fully release, indemnify, defend and hold harmless the City of Fairhope, the Fairhope Public Library and any of their officers, officials, employees, agents and the like from and against any and all liability, loss, damage, expense of costs (including attorney's fees) arising in any way out of my volunteer activities except where such liability results from the sole negligence or willful misconduct of the City of Fairhope or the Fairhope Public Library.

Please Note: The Fairhope Public Library do not provide insurance coverage for volunteers.

I further understand that I will not be paid for my services as a volunteer. I also understand that the Fairhope Library is a smoke- free, drug- free, and alcohol-free environment and I will not participate if under the influence of alcohol or illegal drugs.

I understand that all library users have a legal right to privacy. Any and all information pertaining to anyone's use of the Fairhope Public Library will be held as strictly confidential.

Signature: _____ Date: _____

Thank you for completing this application form and for your interest in volunteering with us.

(Volunteer Task List is on following page)

Volunteer Task List

The following is a list of tasks/activities that our volunteers/community service workers can do, after completing the updated volunteer application form and going through a short orientation:

- The volunteer supervisor will determine which tasks to assign volunteers depending on Library needs.
- Cleaning books, CDs and/or DVDs
- Shelving books (requires training)
- Cover books (requires instruction)
- Affixing/removing DVD and CD labels
- Shelf reading (requires training)
- Straightening books on shelves
- Teaching computer classes
- Cleaning computer stations and surrounding areas
- Disinfecting phones, computer keyboards, computer mouse, water fountains, counter tops, and table tops
- Dusting shelves, counters and table tops
- Assisting staff with simple projects
- Cleaning designated interior windows, glass front cases, and entrance door glass panes (remove fingerprints and gummy residue from displays)
- Filing
- Organizing meeting room schedules and making copies of brochures
- Designing and typing brochures, posters, and informational hand-outs
- Recording obituary data from CD