



Please return application
on or before
January 3, 2017

Volunteer Intern Application

Name _____ Date of Birth _____ Age _____ Grade _____
Address _____ Your E-mail contact _____
Phone Number _____ Your Cell Phone Contact _____

Alternate Contact Information:

Name _____ Phone Number _____
Relationship to volunteer _____ Alternate email contact _____
EMERGENCY CONTACT PERSON _____ PHONE CONTACT _____

Have you ever worked with children in a leadership capacity? YES NO

If yes, please describe your experience:

Have you ever worked as a Book Buddy or assisted someone with reading practice? YES NO

If yes, please tell us about your experience:

Do you speak any languages other than English? YES NO If yes, what language? _____

Who may we contact about your experience working with children? (Neighbors, baby sitting, scouts etc.)

NAME	RELATIONSHIP	PHONE #	EXPERIENCE

Do you need to complete community service hours? YES NO If yes, list organization _____

Please check all dates you are available to volunteer in the program:

☐ January 14* ☐ January 21 ☐ February 4 ☐ February 18 ☐ March 4 ☐ March 18
(required)

***All volunteers under the age of 18 years must submit
the completed parental consent form on the back of this application.***

Thanks for volunteering! Your help is needed AND appreciated!
If you have questions, please contact Ms. Karen at 855-3444 or by email at children@pawling.library.org

The Pawling Library Volunteer Program

Parental Permission Form

Parental permission is necessary for minor children to volunteer at the Pawling Library. In order for volunteer application to be considered, the following information must be completed and returned to the library. This information will be kept on file at the library, but must be updated annually.

I, _____, give my child, _____,
(Parent's or guardian's name) (Child's name)

permission to volunteer at the Pawling Library during the Children's Summer Literacy Programs from
_____ through _____.
(Program starting date) (Program ending date)

☐ I understand that I am responsible for my child's transportation to and from each volunteer session.

☐ I will be dropping off and picking up my child from each session.

☐ My child will be walking home independently after the program. I take full responsibility for my child's safety.

☐ I have read and understand the Pawling Library Intern Policy and have discussed it to my child.

Signature of parent or guardian

Date

*Please direct all questions or concerns to:
Karen DeGennaro, Children's Services
phone contact 855-3444 or email contact children@pawling.library.org*

Pawling Library Summer Intern Policy

An Intern shall be considered a volunteer 12 years of age or older, who assists with work done at the Pawling Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Pawling Library shall make use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the library and the services being offered.
3. Staff or support fund raising activities sponsored by the Friends of the Pawling Library.

Volunteer Guidelines:

- Each intern must complete an Intern application and a Parent Consent form which will be kept on file in the Library. In addition, students who will be shelving books will be required to take a written and physical shelving test.
- Interns will be interviewed to better determine their interests and level of experience. Their talents, experience, availability and interests will be considered in placement and job assignments.
- Interns are bound by rules contained in all library policies and guidelines as applicable, especially as they relate to patron policy and confidentiality.
- The Pawling Library does not compensate interns for time spent or expense incurred.
- Interns working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.
- Interns are asked to record their hours of service on a Volunteer Log located in the main library as these statistics are reported to the Board of Trustees.
- The Pawling Library interns are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as the employees. This includes giving your full attention to your work at the library. *Cell phone use, texting and socializing with peers outside of the program are not permitted while you are working in our program.*
- The Library Director reserves the right to adjust or terminate an intern's service.