



Menomonee Falls Public Library Volunteer Application

Thank you for your interest in volunteering at Menomonee Falls Public Library! Volunteers play a vital role in the Library and community. We are excited to work with you!

Participation Guidelines

Individuals ages 14 and up may participate. Fill out this application and return it to the Library. Applications are accepted year round, but volunteers are especially needed during the Summer Library Program. All volunteer applications are reviewed with consideration of current volunteer opportunities.

Please print legibly.

Name (First, Middle Initial, Last): _____ Date: _____

Best phone number: _____

E-Mail: _____

Grade (If a Student): _____ School: _____

Interests

I am seeking this volunteer position:

___ To satisfy school/class/scholarship/community service requirements

___ To become a regular volunteer

I am interested in the following volunteer opportunities at the library (check all that apply):

- | | |
|--------------------------|---------------------------------|
| <input type="checkbox"/> | Assist with children's programs |
| <input type="checkbox"/> | Summer Library Program |
| <input type="checkbox"/> | Book Sale |
| <input type="checkbox"/> | Prepare children's crafts |
| <input type="checkbox"/> | Home delivery of materials |

- | | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Makerspace |
| | Please describe: _____ |
| <input type="checkbox"/> | Local History Room |
| <input type="checkbox"/> | Other Please describe: _____ |
| | _____ |



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References (No family members)

1. Name: _____ Relationship: _____

Phone: _____ Email: _____

2. Name: _____ Relationship: _____

Phone: _____ Email: _____

Emergency Contact

Name: _____ Relationship: _____

Phone: (Home) _____ (Other) _____

Guardian Information (Complete if applicant is under the age of 18)

Name: _____ Relationship: _____

Phone: _____ Mobile: _____

Email: _____

Insurance

If you are driving as a part of your volunteer assignment (i.e. Home Delivery), a photocopy of your auto policy declarations page with expiration date is required and should be attached to this volunteer application. When you renew your insurance, please be sure to furnish the Library with an updated copy.

Minimum liability coverage amounts are:

- \$10,000 for property damage
- \$25,000 for the injury or death of one person
- \$50,000 for the injury or death of more than one person



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All applicants must pass criminal background and reference checks before working as a Library volunteer.

I certify that the information included in this application is true, complete, and correct to the best of my knowledge and belief. I understand that any falsification or omission of information may cause my immediate dismissal or no further consideration.

By signing this form, I authorize the release of information to the Library or Village of Menomonee Falls who will review certain public files for information relevant to my application for volunteer service. This may include driving record, licenses, or criminal history. I authorize you to obtain information regarding my education, experience, competence, or character, as it relates to the volunteer position for which I applied.

I acknowledge reading and understanding the Library Volunteer Expectations and agree to comply, if accepted as a Library volunteer.

I understand I may terminate my volunteer service at any time and that the Library may terminate my volunteer service at any time.

Applicant's Legal Name (Please print)

(First, Middle Initial, Last): _____

Birthdate (Month/Day/Year): _____

Do you have a valid driver's license? ☐ Yes ☐ No If yes, license number: _____

Address (Street, City, State, and Zip):

Applicant's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

(Required if applicant is under age 18)

☐ Check if a photocopy of your auto policy declarations page is attached.

For more information on the Volunteer Program please contact:

Milena Warnes: (262)532-8918 or mwarnes@menomonee-falls.org



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**Village of Menomonee Falls Volunteer Waiver, Release of Liability,
Assumption of Risk Agreement & Photo Release**

In consideration for the valuable volunteer opportunity being afforded to me by the Village of Menomonee Falls at Menomonee Falls Public Library (hereafter "Village of Menomonee Falls"), I acknowledge and agree that:

1. Numerous risks can arise during volunteer opportunities, including injury, sickness or death, and while equipment and personal discipline may reduce the risk, the serious risk of injury still exists; and
2. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases or others and I assume full responsibility for my participation, and
3. I willingly agree to comply with the stated and usual/normal conditions and rules for volunteering and will take proper precautions while participating in volunteer activities.
4. I, for myself and on behalf of my heirs, assigns, personal representative and next of kin, agree not to sue and instead hereby release and hold harmless the Village of Menomonee Falls and associated organizations, and its officers, directors, agents and/or employees, other volunteers, with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the releases or otherwise.
5. In addition, I give permission to the Village of Menomonee Falls to use my name and any photographs or videos taken of me in connection with activities for the Village of Menomonee Falls for publicity purposes.
6. I further understand that I am not under the Worker's Compensation with the Village since I shall not be acting as an employee of the Village.

I have read this waiver, release of liability, assumption of risk agreement, and photo release. I fully understand it terms, and understand that I have given up substantial right by signing it and sign it freely and voluntarily without any inducement.

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

☐ **I have read the waiver and sign it freely and without inducement.**

X _____

Participant's Signature

Date Signed

Minors: This is to certify that I as parent/guardian with legal responsibility for this participant do consent and agree to his/her release as provided above to all the Releases, and, for heirs, assigns, next of kin, and myself. I agree not to sue and instead release and agree to indemnify the Releases from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, even if arising from negligence.

X _____

Parent or Guardian Signature

Date Signed

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LIBRARY VOLUNTEER EXPECTATIONS

Updated: June 9, 2022

A Library Volunteer is an individual who assists with work done at, or on behalf of the Menomonee Falls Public Library without promise, expectation, or receipt of compensation for services rendered. The number of Volunteers accepted is based on the amount of work and staff time available.

SUPERVISION

The Volunteer will be scheduled for assignments by the Volunteer Coordinator or designated library staff member.

Each volunteer will have an on-site supervisor. The supervising staff member may vary depending on the assigned volunteer task. This supervisor is responsible for day-to-day management and guidance of a volunteer's work and will be available for consultation and assistance. Volunteers are expected to follow the procedures established by that staff member. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. If this supervisor is not available the volunteer may also discuss any changes or problems with the Volunteer Coordinator or other staff member.

GUIDELINES FOR VOLUNTEERS

- Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals, and policies of the library.
- Volunteers must check in with a designated staff member at the beginning and end of their shift. Volunteers should report their progress and work status at the end of their shift.
- Volunteers will notify their supervisor or the Volunteer Coordinator as soon as possible if they know they will be late or absent.
- Volunteers must wear name badges when volunteering and may not access undesignated areas without staff supervision.
- Volunteers are not allowed access to non-public areas when not volunteering.
- Volunteers must dress and groom themselves in an appropriate manner; based on the duties they have been assigned. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.
- Volunteers will direct all questions or concerns raised by patrons relating to the library's collection, services, policies, and procedures to a staff member.
- Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.



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- Volunteers agree that the library may make any changes in the nature of their volunteer assignments.
- Library owned equipment and supplies are for library use only and may not be used for personal business.
- Volunteers must report all injuries and accidents, minor or serious, to their supervisor or to the Volunteer Coordinator or designated staff member at the time of the incident.
- Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.
- Volunteers are not able to complete Court-Ordered Community Service at the Menomonee Falls Public Library.
- The Volunteer Coordinator, or any other designated employee, may meet with the volunteer to review job performance.
- Volunteers may be required to attend occasional training sessions/meetings.
- Volunteers are expected to meet the same standards of professionalism required of library staff. Those who fail to meet the requirements set forth in these expectations or violate any other library policies may be dismissed without warning.
- Volunteers read and understand the Library's privacy policy and guidelines and agree to uphold privacy laws and best practices at all times.
- To end a volunteer commitment, please notify the Volunteer Coordinator or designated staff member of the decision and the effective date.
- If you are ever unsure, uncomfortable, or distressed by a situation, discuss this with your supervisor or the Volunteer Coordinator or designated staff member as soon as you are able. Be clear in communicating your own expectations and limitations.



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