



## Student Volunteer Policies and Conduct

### Requirements:

- Student volunteers must be at least 13 and up to 17 years of age. They must be 13 years old by the date on which they first volunteer.
- Volunteers must complete the Student Volunteer Application prior to being assigned any times.
- Volunteers are responsible for getting their availability to Ms. Streett as soon as possible so that a tentative schedule may be made.
- Once the days and times have been agreed upon, volunteers will be responsible for following the attendance policy below.

**Attendance:** With the exception of being absent for illness, a volunteer must provide at least 24 hours' notice if they will miss a previously agreed upon day or time. If you are sick, 24 hours' notice is not needed, but please contact the library as soon as possible. Please call 864-681-7323 or email Youth Services Library Assistant Jordan Streett at [jstreett@lcpl.org](mailto:jstreett@lcpl.org) regarding any absences or change of schedule. Volunteers who fail to show for their hours without appropriate notice 3 times will no longer be permitted to volunteer for the library. Should you need to resign from your position, please notify Ms. Streett as soon as possible.

**Volunteer Forms for Organizations:** Any volunteer forms that must be signed should be given to one of the Youth Services staff members or Director Renita Barksdale. Volunteer forms may not be signed by other staff members.

**Personal Conduct:** Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, please direct them to a staff member. Cell phone use is prohibited during volunteer hours. As for dress code, you may dress casually and comfortably, but please keep in mind that this is an office setting and you are a representative of the library as a volunteer. Pants and skirts should not cut off any higher than the knee, and clothing should not have any political or profane/obscene writing or imagery.



## Student Volunteer Application

### Applicant

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Preferred Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

### Parent/Legal Guardian

Name: \_\_\_\_\_ Preferred Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Do you wish to be included (carbon copied/cc'd) in all email communications?

YES or NO

### Volunteering Information

Are you volunteering to receive hours for an organization? YES or NO

*If YES:*

Name of organization: \_\_\_\_\_

Number of hours needed: \_\_\_\_\_ Due date: \_\_\_\_\_

Name of Advisor (if applicable): \_\_\_\_\_

Advisor Email (if applicable): \_\_\_\_\_

\*\*\*Application continues on the next page

**Community References**

Please provide two personal references—these references may be someone such as a teacher, pastor, mentor, or family friend. You may not list a family member as a reference.

Reference 1

Reference Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to applicant (teacher, pastor, etc.): \_\_\_\_\_

Reference 2

Reference Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relation to applicant (teacher, pastor, etc.): \_\_\_\_\_

By signing below and submitting this application, I agree that it has been filled out to the best of my knowledge. I agree that any public social media presence of mine is subject to checking by the library, and that inappropriate social media conduct may result in termination of my volunteer position. I also understand that submitting this application does not mean I am guaranteed acceptance as a student volunteer.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_