



500 East High Street
Pottstown, PA 19464
610-970-6551

Adult Community Service Application & Time Monitoring Sheet

Name: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Home: _____ Cell: _____ Work: _____

Emergency Contact Name: _____ Relation: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____

Required amount of hours: _____ Deadline: _____

When are you able to volunteer M Tu W Th F Sat What hours are you available: _____

Community Service Site Evaluation:

	Excellent	Good	Fair	Poor
Attendance				
Overall Attitude				
Punctuality				
Work Quality				

Community Service Guideline Agreement

Thank you for your interest in providing volunteer service at the Pottstown Regional Public Library. Upon receipt of your completed application, we will compare your availability and area of interest with our current opportunities. If you have any questions please contact the Volunteer Coordinator at 610-970-6551.

1. The library cannot guarantee a set number of hours for any volunteer. Hours are distributed on a case-by-case basis to combine the needs of the volunteer and the needs of the library.
2. All staff, volunteers, and service workers ages 18 and older must provide copies of their FBI Fingerprinting, PA State Police Criminal History, and PA Child Abuse History Clearances before they can be scheduled for volunteer hours.
3. The library will set up a mutually agreed upon schedule for service hours. Community service workers are expected to arrive on time. If you are unable to work at your scheduled time, please contact the library prior to your scheduled start time. Any incident of a no call and/or a no show will terminate the agreement. Excessive re-scheduling due to absences may also terminate the agreement.
4. Library staff will make every effort to help volunteers understand assignments; however, it is the volunteer’s responsibility to ask for further clarification if the task is not fully understood.
5. Volunteers should be polite and courteous towards staff and patrons.
6. Volunteers must be dressed appropriately.
7. Volunteers should not bring friends or relatives with them during assigned hours. Volunteers should not use cell phones or ear buds during assigned hours.
8. Do not report to the library in an impaired manner – alcohol or substance abuse of any kind will not be tolerated.
9. Volunteers are expected to follow library policies. Appropriate, lawful, honest behavior is expected at all times.

I have read and understand the Community Service Guidelines, and I understand that failure to abide by these guidelines will terminate the volunteer agreement.

Signature

Date

