

Rocky Mountain House Public Library

4922 – 52 Street Rocky Mountain House, AB T4T 1B1 Phone: 403 845-2042 Fax: 403 845-5633
armh@libs.prl.ab.ca

Volunteer Application

Date: _____

Name: _____

Address: _____

Postal Code: _____

E-mail Address: _____

Phone: _____

If you are under 18, please provide age: _____

Education Background: _____

Work and Volunteer Experience: _____

Interests, Hobbies, Special Skills: _____

When are you available, and for how many hours per week? _____

References:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Statement

- Some Volunteer Positions will require a Criminal History or Child Welfare Check. You will be notified in advance, and there will be no fee charged.
- Your signature authorizes the Rocky Public Library to verify any information on this application.
- This application is not an employment contract, and the Rocky Public Library may terminate volunteer service at any time without cause or notice.
- Any personal information about Library users that you may have access to is to remain in complete confidence.
- This information is collected under the authority of the Libraries Act and the Freedom of Information and Protection of Privacy Act. The information provided will be used solely for the purpose of determining eligibility and suitability for volunteer opportunities.

I acknowledge that I have read, understood, and agree to this statement. I certify that the information on this application is true and complete.

Signature of Volunteer Applicant _____

Signature of Parent or Guardian (if under 18) _____

Date: _____

Thank-you for your interest in the Rocky Public Library!

Volunteer Assignments

What would you be interested in doing? Please check all boxes that apply:

Volunteer Service

- Shelving Books
 - Replacing books on the shelf
 - This job needs to be done daily
- Straightening shelves and shelf reading
 - Tidying shelves
 - Putting books in correct order
 - This is a perpetual job – it is never finished: you just start over again!
- Book repair and cleaning
 - Repairing broken spines and loose pages, and cleaning book jackets
 - This is also a perpetual job – you never get caught up!
- Dusting
 - Regular dusting is required for bookshelves, counters, computers, etc.
 - This job can be done at your convenience, but needs to be done on a regular basis
- Plant Care
 - Watering the plants once per week
 - Transplanting, pruning, general TLC, as required
- Children's Programs
 - Preparing crafts, making flannel board stories, art displays
 - Assist with special projects
 - Helping children at craft time
- Out-reach Program
 - Delivering books to seniors, and picking them up again
- Genealogy
 - Organizing a genealogy information center at the Library
 - Planning and implementing genealogy information sessions
- Technology
 - Planning and implementing programs to teach basic internet to the public
 - Basic computer maintenance

Promotion

- ❑ Annual Trade Fair
 - Assisting with designing and making displays
 - Handing out information at the booth
- ❑ Annual Parade
 - Planning, constructing and decorating the float
 - Participating in the parade by riding the float or handing out brochures
- ❑ Special Events
 - Planning, marketing and participating
- ❑ Bulletin Board
 - Updating the information on a regular basis
 - Designing creative displays
- ❑ Display Case
 - Coordinating displays from community groups
 - Creating displays for special occasions
- ❑ Art Exhibits
 - Coordinating art displays from local artists
 - Arranging for traveling art exhibits
- ❑ Newsletter
 - Writing, editing and printing a monthly information sheet about Library events and Library services
- ❑ Scrapbook Journal
 - Creatively organize current photographs and other memorabilia into scrapbooks
 - Creatively organize the history of the Library into scrapbooks

Fundraising

- ❑ Book Sale
 - Gathering, sorting and pricing donations for the sale
 - Promotion, marketing and holding the sale
- ❑ Donation Board
 - Constructing and maintaining a board in the Library
 - Soliciting donations
- ❑ Special Projects
 - Creating projects for fundraising

Other Suggestions

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