



Fall 2010- Spring 2011

Dear Cerritos Library Volunteer Applicant,

On behalf of the Cerritos Library, we thank you for your interest in joining our Volunteer program. The Volunteer tasks include shelving library materials, monitoring the children's computer workstations, helping with arts & crafts projects, operating the Bookstore, assisting with birthday parties, and participating in the Child and Teen Read Aloud or Homework Time programs. Entry-level duties are limited to shelvers, workstation monitors, and those in Homework Time. All other duties are open to returning Volunteers.

Volunteer applications are open to high school students who will be entering grades 9 through 12 in the fall. These high school students must either reside in Cerritos or attend school in Cerritos or the ABC Unified School District. Also, all applicants must have a Cerritos Library card in good standing. Please verify that your library card has not expired before submitting your application.

If selected, you will be required to attend a mandatory Volunteer Orientation on the dates listed. The session will run from **Monday, September 13, 2010 through Saturday, June 11, 2011.**

You must be available for the entire session. Applicants should be available to volunteer a minimum of four hours per week for the entire session. Since all Volunteers will be required to stay committed to their assigned schedules, you must select hours carefully. Schedules are assigned based on the hours put down on the availability sheet provided in this application and shifts available during those times. Notify the Library as soon as possible if your availability changes after you have turned in your application. However, it is unlikely another timeslot will become available once schedules have been assigned.

Please turn in your application to the **Circulation Desk** as soon as possible. **Priority will be given to applicants whom submitted their application by Sunday, July 25, 2010. However, applications will still be accepted after this date.** Interviews will be scheduled for all new applicants during the week of July 26- 30, 2010. Please set up an interview time when turning in the application.

Read all directions carefully. Failure to correctly or completely answer questions in the application may result in not being accepted into the program.

If you have any questions, please email volunteer@cerritos.us or call the Volunteer Direct Line at **(562)916-1344**.

*Thank you,
Cerritos Library*

****Please keep the cover sheet for your own records.****



**VOLUNTEEN FALL 2010/SPRING 2011 APPLICATION PROCESS CALENDAR **Please keep this
for your records****

DATE	EVENT
Monday, July 19	Volunteer applications go out. Applications submitted by July 25, 2010 will receive first priority.
Monday, July 26 through Friday, July 30 3- 5 PM	Interview Week. Please select an interview time when you turn in your application. Interviews are in 10-minute increments. Interviews will take place in the Board Room on the 3 rd floor. Do not be late!
Monday, August 23	Letters of acceptance will be mailed.
Saturday, September 4	Last day for hired Volunteers to turn in a Schedule Change Form. After this date it is the Volunteer's responsibility to switch shifts with other Volunteers or to drop their assigned shifts if they can no longer work their schedule.
Wednesday, September 8	Volunteer Orientation: Homework Time 1:30- 2:30 pm
Sunday, September 12	Volunteer Orientation: Bookstore: 8:45 am- 10:30 am Shelving: 10:45 am- 12:30 pm Workstations: 2- 3:45 pm Project/Birthday Party Package/Child & Teen: 4- 5 pm
Monday, September 13, 2010 through Saturday, June 11, 2011	SESSION BEGINS: Shelving, Workstations, Project, Bookstore
Thursday, September 16, 2010	Child & Teen Read Aloud begins. Fall 2010 CAT session ends Friday, December 10. Dates for 2011 TBA.
Monday, September 20, 2010	Homework Time begins. End dates TBA.



VOLUNTEEN APPLICATION: FALL 2010- SPRING 2011

Please read the cover sheet before filling out the application as it explains important Volunteer policies. Allow 3 weeks for your application to be processed.

Print information clearly in black or blue ink; no pencil. Do not leave anything blank.

Staff Only: Interview Date & Time _____

PERSONAL INFORMATION

Name: _____ Male Female
First Middle Last

Address: _____
Number & Street Apt.# City Zip Code

Phone Numbers: Home (____) _____ Cell (____) _____

Email address: _____ (Email is required in order to access Volunteer website)

High School: _____ **Grade in Fall '10:** 9 10 11 12
High school student must either reside in Cerritos or go to school in Cerritos or the ABC School District, in grades 9-12 only.

Graduation Year: _____ **Date of Birth:** ___ / ___ / 199__

Your Library Card #: 2 1 2 3 0 0 0 _____ (Cannot be expired or blocked)

Have you been convicted of a felony and/or crime of moral turpitude or dishonesty?
 No Yes
If yes, please explain when, where, and disposition of the case

VOLUNTEER EXPERIENCE

What, if any, volunteer experiences have you had *outside* of the Cerritos Library?

Have you ever been a Volunteer at the Cerritos Library? Yes No

RETURNING VOLUNTEERS ONLY, PLEASE ANSWER QUESTIONS 1-3:

1) What years did you serve as a Volunteer? _____ to _____

2) Approximately how many hours did you complete? _____

3) Which tasks have you performed at the Cerritos Library:

- Shelving Workstations Summer Reading Program
- Homework Time Camp Knowledge Explorer's Academy Library Program
- Projects Birthday Party Package Bookstore Child & Teen Read Aloud



QUALITIES

Tell us about yourself in a short paragraph. _____

What interests you about volunteering at the Cerritos Library? _____

INTERESTS

Checkmark *all* of the interests that apply to you.

- Enjoy working with Kids
- Enjoy working with Patrons (Customers)
- Enjoy working with Books
- Enjoy working with Technology
- Enjoy working with Crafts

Maximum hours you are interested in working per week (**minimum of 4 hours**)? _____ hrs

ORIENTATION

The Orientation for Homework Time is on Wednesday, September 8. The Orientation for all other tasks is on Sunday, September 12. **There will be no makeup sessions.** If you receive an acceptance letter, you will be told which training session you are required to attend based on the task(s) you are chosen for. The Orientation is **mandatory** for all applicants. You must be on-time. Those that arrive late or do not attend will be dropped from the Volunteen program.

Applicant, please initial: _____

SCHEDULE CHANGES

Schedules are based on the hours put down on the availability selected, and shifts available during those times. If after turning in your application you discover that your availability has changed, it is your responsibility to notify the Library as soon as possible. **Schedule changes will not be accepted after Saturday, September 4, 2010.** After that date it will be your responsibility to either switch with another Volunteen or drop your assigned shifts. You must be scheduled a minimum of four hours per week in order to maintain a position as a Volunteen. You may work only one shift per day.

Applicant, please initial: _____



CHOICE OF TASKS AND AVAILABILITY

IMPORTANT: PLEASE READ THE REQUIREMENTS NEEDED FOR EACH TASK! You may only work 1 shift per day. Please number your preference for the task in the blanks provided, with #1 being your most preferred task. Do not number a task as a preference if you cannot attend the orientation for that task, are not interested in the task, or if not eligible for that task. What tasks are you interested in working?

#___ **Shelving** – *Entry Level*. Re-shelve books in the Children’s Library. Shelf read to check that books are in the correct order on the shelves. Strong alphabetizing skills are a must.

Are you available to attend the mandatory Orientation on Sunday, September 12, 2010 @ 10:45 am- 12:30 pm? Yes No

Sundays: 10-12pm 2-4pm
 Mondays: 3-5pm 7-9pm
 Tuesdays: 3-5pm 7-9pm
 Wednesdays: 3-5pm 7-9pm
 Thursdays: 3-5pm 7-9pm
 Fridays: 3-5pm 7-9pm
 Saturdays: 10-12pm 2-4pm

#___ **Workstations**- *Entry Level*. Maintain the children’s computer sign-in sheet. Help with Internet searches, formatting homework and printing. Must be computer savvy and enjoy working with young children. Must be comfortable with enforcing rules.

Are you available to attend the mandatory Orientation on Sunday, September 12, 2010 @ 2- 3:45 pm? Yes No

Sundays: 1-3pm 3-5pm
 Mondays: 3-5pm 5-7pm 7-9pm
 Tuesdays: 3-5pm 5-7pm 7-9pm
 Wednesdays: 3-5pm 5-7pm 7-9pm
 Thursdays: 3-5pm 5-7pm 7-9pm
 Fridays: 3-5pm 5-7pm 7-9pm
 Saturdays: 9-11am 11-1pm 1-3pm 3-5pm

What experience do you have using computers and the Internet? _____

Checkmark if your proficiency with the following programs will allow you to assist a child with the use of that program: MS Word Excel PowerPoint
 Printing Internet Other _____



____ **Homework Time** – *Entry Level*. Must be at least a sophomore with a 3.5 GPA or above. Will assist the instructor in helping students in 3rd-6th grade with their homework assignments in all subjects. Volunteers should enjoy working with children and have good communication skills.

Are you available to attend the mandatory Orientation on Wednesday, September 8, 2010 @ 1:30- 2:30 pm? Yes No

- Mondays: 3:15-5:15pm
- Tuesdays: 3:15-5:15pm
- Wednesdays: 3:15-5:15pm
- Thursdays: 3:15-5:15pm

____ **Birthday Party Packages** - *Must have 25+ service hours*. Volunteers should feel comfortable working with children and have good communication skills. Must have a good attendance record. *Shifts will be scheduled as needed on a rotating basis*.

Are you available to attend the mandatory Orientation on Sunday, September 12, 2010 @ 4- 5 PM and have over 25 library service hours? Yes No

- Fridays (Set-up only): 3-5pm
- Saturdays: All-day, as needed
- Sundays: All-day, as needed

____ **Child & Teen Read Aloud-** *Must have 50+ service hours*. Designed to improve children's reading habits, this program involves having children read to you, while you correct their pronunciation and check their comprehension. Must have an outstanding attendance record.

Are you available to attend the mandatory Orientation on Sunday, September 12, 2010 @ 4- 5 PM and have over 50 library service hours? Yes No

- Thursdays: 3:45-5:00pm
- Fridays: 3:15-4:45pm



#___ **Projects-** *Must have 25+ service hours.* Prepare arts and crafts for the various Children's Programs and do clerical tasks (photocopying, collating, labeling). Must have a good attendance record & be able to work independently.

Are you available to attend the mandatory Orientation on Sunday, September 12, 2010 @ 4- 5 PM and have over 25 library service hours? Yes No

Mondays: 3-5pm
 Wednesdays: 3-5pm
 Fridays: 3-5pm

#___ **Bookstore-** *Must have 50+ service hours.* Work as a cashier in the Bookstore. Punctuality and excellent customer service skills are key! Must have a good attendance record and be able to work independently.

Are you available to attend the mandatory Orientation on Sunday, September 12, 2010 @ 4- 5 PM and have over 50 library service hours? Yes No

Sundays: 1-3pm 3-4:30pm
 Mondays: 3-5pm 5-7pm 7-8:30pm
 Tuesdays: 3-5pm 5-7pm 7-8:30pm
 Wednesdays: 3-5pm 5-7pm 7-8:30pm
 Thursdays: 3-5pm 5-7pm 7-8:30pm
 Fridays: 3-5pm 5-7pm 7-8:30pm
 Saturdays: 9-11am 11-1pm 1-3pm 3-4:30pm

Please list clubs, sports, or activities you will be participating in: _____

Please list hours/days you are unavailable to volunteer during September 2010- June 2011: _____

Comments regarding schedule: _____



VOLUNTEEN WAIVER FORM

Applicant's Name (PRINT): _____

Parent / Guardian's Name (PRINT): _____

I, _____, an adult over the age of eighteen (18), in consideration of
(Name of Parent/Guardian)

_____ being granted permission to participate in the City of Cerritos
(Name of Applicant)

Library Volunteen Program acknowledges that as a volunteer, he/she is not an employee of the City of Cerritos. He/she intends to perform voluntary services for the City of Cerritos without compensation.

I fully understand that his/her participation in the Volunteen Program exposes him/her to the risk of personal injury, death or property damage. I hereby acknowledge that he/she is voluntarily participating in the program and agree to assume any such risks.

I hereby release, hold harmless and agree not to sue the City of Cerritos, its officers, employees, and agents for any injury, death or damage to or loss of personal property arising out of, or in connection with, his/her participation in the Volunteen Program from whatever cause, including the active or passive negligence of the City of Cerritos, its officers, employees, or agents.

In consideration for being permitted to participate in the Volunteen Program, I hereby agree, for himself/herself, his/her heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Cerritos, its officers, employees, and agents from any and all claims, demands actions or suits arising out of or in connection with his/her participation in the aforementioned program.

I also acknowledge that he/she is required to successfully pass a criminal background assessment in accordance with City policy, which will include a live scan records check, to determine eligibility to serve as a volunteer. I understand that he/she may be ineligible to volunteer based on the results of the criminal history records check.

Parent / Guardian's Signature

Date

IN CASE OF EMERGENCY, PLEASE CONTACT...

Parent/guardian is preferred choice as emergency contact.

Name: _____ Name: _____

Relationship to Applicant: _____ Relationship to Applicant: _____

Primary phone number: (____) _____ Primary phone number: (____) _____

Alternate phone number: (____) _____ Alternate phone number: (____) _____

Please list any allergies: _____



Volunteer Statement of Commitment

I hereby volunteer my services to the Cerritos Library. As a volunteer, I pledge myself to:

- Let my Volunteer Supervisor know immediately if my schedule changes after submitting my application. Due to the large volume of volunteers, it may be difficult to accommodate changes.
- Maintain a regular volunteer schedule. A minimum of 4 hours per week is required.
- Not have more than 3 excused and/or 1 unexcused absences per school semester and if I do, I understand it would be grounds for being dropped from the program.
- Notify my Volunteer Supervisor of an absence in as much advance notice as possible.
- Not socialize excessively.
- Be courteous to library patrons and staff.
- Understand that my conduct & behavior is important. I am an extension of the Library's staff and am expected to behave as such.
- Attend Volunteer Orientation(s). I understand that the orientation is mandatory and I must arrive on time.
- Be familiar with and comply with all library policies.
- Follow the **dress code** while volunteering. Appearance should be neat and clean. No shorts, spaghetti straps, P.E. clothes, hats, or open-toed shoes should be worn. Capris and skirts are acceptable as long as they are below the knee. I understand that I will be sent home if I do not comply with the dress code.

Please confirm that the information on the application is accurate. All applicants are required to successfully pass a criminal background assessment in accordance with City policy, which will include a live scan records check, prior to the start date.

Applicant's Signature

Parent or Guardian's Signature

Date

****If either the applicant or parent signature is left blank, the application will be rejected.****