

## Montgomery City/County Public Library Volunteer Homework Assistance Agreement

Name (please print): \_\_\_\_\_ email address: \_\_\_\_\_

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

Phone (home): \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Educational Background: \_\_\_\_\_

Work Experience: \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_

Will you make a commitment to serve as a volunteer until the end of this school year? \_\_\_\_\_

If not, for how long will you commit? \_\_\_\_\_

Please list two references:

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

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

Have you ever been convicted of a crime (exclude minor traffic violations): \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Who should we notify in the event of an emergency (name and phone; please print): \_\_\_\_\_

Please indicate below the location(s) at which you will be available to volunteer:

- Rufus Lewis Library, 3095 Mobile Hwy - Mondays (6-7:30pm) 625-4848
- Coliseum Library, 840 Coliseum Blvd - Tuesdays (5-6:00pm) 271-7005
- Morgan Library, 245 High Street - Tuesdays (6-7:30pm) 625-4982 or 625-4992
- E L Lowder Library, 2590 Bell Road - Wednesdays (6-7:30pm) 244-5717
- Governor's Square, 2885-B East South Blvd - Thursdays (4-5:45pm) 284-7929

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### Volunteer MCCPL Guidelines

1. The minimum age requirement for volunteers is 16.
2. All contact between volunteer tutors and children/young people must take place in the Library.
3. Any problems with children should be referred to Library Staff for assistance with resolution.
4. Volunteer tutors may not offer to drive or walk children/young people anywhere outside the Library.
5. Volunteer tutors should not initiate discussions of religious, political or sexual matters with any of the children/young people.
6. All non-library materials should be shown to and approved by Library Staff before use or presentation to children.
7. Volunteer tutors should wear nametags at all times while working with students.
8. Volunteer tutors should be on time as scheduled, and should call the Library if they will not be able to work. Volunteers who intend to discontinue participation in the program should promptly notify Library Staff. Library contact numbers are listed above.
9. Volunteers should consult with Library Staff regarding any questions about Library rules and/or policies.

*I have read and agree to follow the above guidelines. I understand that refusal to follow any of the above guidelines may be cause for dismissal from my volunteer position.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_