



VOLUNTEER APPLICATION

Thank you for your interest in volunteering with Cheltenham Township Library System!

Please complete this application and return to a CTLS location.

Name: _____

E-Mail: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

In case of emergency, notify: Name: _____

Phone: _____ **Relationship:** _____

You must be at least 14 years old to volunteer.

Are you 18 or older? YES NO If no, date of birth: _____

Are you currently a student? YES NO

If YES, what school do you attend, and what grade?: _____

Tell us about any special skills, areas of interest, or work/volunteer experience that you feel are relevant and would enhance the services of the library:

I would be interested in assisting with: (choose all that apply):

- Program assistance (preparing crafts, photocopying, set up, clean up, etc.)
- Maintaining the collection (shelving and retrieving items, light cleaning, etc.)
- Assisting with outreach and promotional activities (flyers, advertisements, event set up and preparation)
- Special Projects or Clerical Work
- Other (please describe your interest): _____

Desired volunteer location (choose all that apply):

- East Cheltenham
- Elkins Park
- Glenside
- La Mott

For each day, indicate your availability (choose all that apply):

- Monday: Morning Afternoon Evening
- Tuesday: Morning Afternoon Evening
- Wednesday: Morning Afternoon Evening
- Thursday: Morning Afternoon Evening
- Friday: Morning Afternoon Evening
- Saturday: Morning Afternoon Evening

Acknowledgement and Signature:

By signing this application, I acknowledge that the information I have provided is true and accurate. I understand and agree that:

- Volunteers aged 18 and over must submit acceptable clearances as required under the Child Protective Services Law prior to commencing volunteer duties.
- Volunteers and/or their legal guardians, if under age 18, are required to sign a liability waiver before commencing volunteer duties.
- Volunteers are required to report for duty when scheduled or contact their supervisor in advance.
- Volunteers agree to keep library transactions confidential, obey all library policies, and maintain good communication with their supervisor.
- Volunteers are expected to adhere to CTLS's Conflict of Interest Policy and Confidentiality of Library Records Policy
- Volunteer service is without compensation or benefits.
- This is not an exhaustive list of volunteer obligations.

Applicant Signature: _____ Date: _____

If applicant is under age 18:

Printed name of parent or guardian: _____

Signature of parent of guardian: _____