

# Shell Lake Public Library Volunteer Application Form

To volunteer for the library, please fill out this form and mail or email it to Shell Lake Public Library at PO Box 318 Shell Lake, WI 54871, [staffslplibrary@gmail.com](mailto:staffslplibrary@gmail.com).

You will be contacted to discuss the opportunities!

Note: To volunteer for the Friends of the Library, a separate 501 (c) 3 organization, please ask at the library for more information.

Library hours are Mon-Fri 9am-6pm and Sat 9am-1pm.

Please circle below all times you are available. A coordinator will determine with you which two-hour period works best.

I am available for a two-hour shift:

Weekly on                      Mon.    Tues.    Wed.    Thurs.    Fri.    Sat.

Once per month on        Mon.    Tues.    Wed.    Thurs.    Fri.    Sat.

During summer on        Mon.    Tues.    Wed.    Thurs.    Fri.    Sat.

Other: \_\_\_\_\_

I am interested in the following (checkmark all that apply):

- Shelving and "reading" shelves (putting materials in order)
- General office work, e.g. typing, filing, photocopying, etc.
- Helping customers with computer questions
- Light cleaning, e.g. dusting, picking up toys & puzzles, etc.
- Adult programs
- Children's programs
- Writing and graphic design for newsletters, press releases & other PR
- Joining the Library Team for special fundraising projects
- Other \_\_\_\_\_

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

Street Address & P.O. Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Any Preexisting Medical Conditions: \_\_\_\_\_

Permission to conduct a background check: Yes No

Remember, this is only to ensure the safety of children and others in the library.

I agree to keep confidential any library information, except that deemed public per the Open Records Law, to protect and respect the individual's right to privacy.

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

We appreciate your willingness to help and will contact you soon!