



Volunteer Application Process

NPL Locations or Volunteer Coordinator (VC) contacted by potential volunteer

- Ask following questions:
- Reason for volunteering
 - Time frame
 - Age

Please **direct/give** the potential volunteer an application to fill out. ALL VOLUNTEERS must complete application before they begin working in the library.
(Minimum age 13)

Application returned to Branch

Application returned to VC

- Branch should forward completed application to the VC or direct potential volunteer to the VC for assistance.
- Volunteer Applications are located on the Intranet, NPL web site and in the Timesheet and Applications Binder for volunteers.

- VC reviews application and contacts applicant for a consultation.
- If selected, VC will contact, inform, and coordinate placement with NPL Branch Manager and/or (Volunteer) Supervisor
 - If placed at branch, VC will notify applicant and provide applicable information.
 - If not selected or placed, VC will contact applicant and keep application on file for one year.