



Group Volunteer Application

(Groups are 10 or more people from the same organization)

Please return the completed volunteer group application & volunteer agreement to the branch you wish to volunteer at, or mail to the following address:

Norfolk Public Library

**Attn: Amanda Renwick Lloyd– Volunteer and Training Coordinator
1155 Pineridge Rd. Norfolk, VA 23502**

You can also fax the completed application to 757-441-5869. You will be contacted once your application is reviewed. An interview may be necessary before assigning a volunteer position.

Please allow 2-3 business days for the application review process. If you have any questions, please call 757-664-7328 ext. 320 or email NPLVolunteer@norfolk.gov. Each group member who volunteers must sign the Group Volunteer Agreement Form. False information can result in group dismissal from the NPL Volunteer Program.

Application Date: _____

Group Leader Contact Information

(This person will be the primary contact for the group and notified in case of an emergency or issue)

Group Name and Affiliation _____

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone Number () _____ Alternate Phone Number () _____

Email Address _____ Position in group _____

1. What hours is your group available? (Please be as specific as possible)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

2. Are volunteer hours required for this group? _____ YES _____ NO

If YES, total hours needed _____ Deadline for completion _____

3. How often will this group be volunteering with NPL? (Example: 2x a month, 2nd and 4th Wednesdays)

4. How many people are in this group? _____

5. Are there any youth (under age 18) in this group? _____ YES _____ NO

If YES, please list the number of youth and the age range of the group.

_____ Number of Youth _____ Age Range

6. Has this group participated in volunteer programs before? _____ YES _____ NO
If YES, what has been the groups experience? _____

7. **Library Branch Preference** *(Please rank your top 3 volunteer location preferences numerically below --- #1 being where you would most prefer to be placed, #2 being your second choice, and #3 being your third choice; we will do our best to place you in your #1 preferred branch)*

_____ Norfolk Main Library	_____ Janaf	_____ Little Creek
_____ Barron F. Black	_____ Jordan-Newby	_____ Park Place
_____ Blyden	_____ Lafayette	_____ Pretlow
_____ Horace C. Downing	_____ Larchmont	_____ Van Wyck

8. Is there anything you would like to share about this group? _____

9. Indicate the type of tasks/duties this group would like to do as a library volunteer. _____

10. Why would this group like to volunteer at the Norfolk Public Library? _____

<p>Library Use Only: Date received: _____ Date screened: _____ Location assigned: _____ Task assigned: _____ Comments: _____ _____</p>



Norfolk Public Library Group Volunteer Agreement

Your work as a NPL volunteer provides important support for the library's mission of providing informational materials and programs to meet the needs of our diverse community for life-long learning, cultural enrichment, and intellectual stimulation.

Be sure your group leader has filled out a Group Application! Each group member must sign this form to volunteer.

Please read, sign and return this agreement to:

Norfolk Public Library

Attn: Amanda Renwick Lloyd– Volunteer and Training Coordinator

1155 Pineridge Rd. Norfolk, VA 23502 or fax to 757-441-5869

The Library agrees

1. To provide you, as a volunteer, with a safe work environment.
2. To provide supervision and training by a member of the library staff, who will answer your questions and provide feedback regarding your work.
3. To recognize your contributions as a volunteer to the success of the library.

As a volunteer, I agree

1. To attend NPL Volunteer Orientation.
2. To accept guidance and decisions of NPL paid staff members.
3. To abide by all of the rules of conduct governing NPL paid staff members.
4. To abide by the information in the Volunteer Handbook. (This can be found at www.npl.lib.va.us)
5. To always wear a volunteer name badge when on duty.
6. To record all volunteer hours in the Volunteer Time Sheet--Binder located within the branch.
7. To maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, or patron or involves library business.
8. To dress appropriately and act courteously to patrons and employees.
9. To report on time, as scheduled and check in with staff upon arrival at work and perform delegated tasks only. I will also notify my supervisor if I am unable to keep my schedule, need to take an extended leave, or if I decide to resign.
10. To grant full permission to the Norfolk Public Library to use my name and any photographs for any promotion/publicity purposes or for volunteer recognition without obligation or liability to me.
11. To give the Norfolk Public Library the permission to request and obtain data pertinent to my volunteering at the Library from individuals listed in the Volunteer Group Application.

I understand and agree that a background check may be required before placement in any sensitive volunteer position.

I certify that I am a part of _____ as a group volunteer working with NPL. I agree

(Name of Organization/Group)

and understand the terms listed above. If I violate any part of this agreement it can result in my dismissal from the volunteer program.

Do you have any physical or medical conditions (allergies, etc.) of which we should be aware of? _____

If YES, please explain: _____

Volunteer Signature: _____ **Date:** _____

Parental/Guardian consent (if under 18): I grant permission for _____ to participate in the Norfolk Public library volunteer program.
(child's name)

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Print Name: _____

Phone Number: _____