Volunteer/Community Service Application

According to Pennsylvania State law, volunteers over the age of 18 who work directly with or interact with children must provide a criminal background check and child abuse clearances.

Kutztown Community Library

70 Bieber Alley
Kutztown, PA 19530
610-683-5820
Kutztownlibrary.org

NAME:	
ADDRESS:	**CITY/ZIP:**
PHONE:	**EMAIL:**
EMERGENCY CONTACT & PHONE:	
OCCUPATION:	**EMPLOYER:**

Volunteers between 14 & 17 years of age and their parents must also read and sign page 2 of this form.

Please mark the tasks that you are interested in:

☐ Shelving: duties include shelving materials, shelf reading, pulling holds

☐ Youth: duties include assist at youth programs, preparing materials for programs, tidying play area

☐ Story Time substitute leader (clearances required)

☐ Material processing and repair: duties include dust jackets, cleaning DVDs

☐ 1-on-1 computer tutoring

☐ Minor property maintenance and/or gardening

Are you required to perform service hours for school or organization? ☐ Yes ☐ No

We are not able to place Court-ordered Community Service volunteers over 18 years of age.

If Yes, complete this section: School/Organization:_____

Contact name:_____ Phone: _____

Number of hours required : Completion date:

What special skills or interests do you have that would be useful at the library?

When are you available to volunteer? Please check all that apply:

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
☐ morning	☐ morning	☐ morning	☐ morning	☐ morning	☐ morning
☐ afternoon	☐ afternoon	☐ afternoon	☐ afternoon	☐ afternoon	☐ afternoon
☐ evening	☐ evening	☐ evening	☐ evening		

☐ I am over 18 years of age. (If not, please complete the Youth Volunteer section on page 2.)

I understand that my volunteer work is an important commitment to the Library. When I cannot work at the assigned time, I will notify the Library as soon as possible so that a substitute may be called.

Signature_____ Date_____

Youth Volunteers
Additional information for those 14 to 17 years old

- You must be at least 14 years old to volunteer at the Kutztown Community Library.
- You must be able to get to the Library and home again at your scheduled time.
- You must attend a meeting and training.

If you are currently a student, name of school/college you are attending: _____

What grade or class are you in? _____

Are there any health considerations for this Youth Volunteer that we should know about? _____

_____

I have read this additional information for Youth Volunteers and will fulfill my commitment faithfully. When I cannot work at my assigned time, I will notify the library. When I no longer want to volunteer, I will contact the Director or Youth Librarian.

Volunteer Signature _____ Date _____

Parent Signature _____ Date _____

(For Library use only)

Interview Date_____Interviewer_____Orientation_____Training_____

Assigned day and time _____

Start date _____

❍ add to schedule
❍ training _____

Notes: _____

_____

_____

_____

_____

Updated 12/18/2017

Kutztown Community Library
Clearance/Certification Requirements

Updated 12/18/2017

Thank you for your interest in volunteering at the Kutztown Community Library.

According to Pennsylvania State law, volunteers over the age of 18 who work directly with or interact with children must provide PA Child Abuse History Clearance, PA Criminal Records Check, and FBI Criminal Background Check (if applicable). The clearances/certifications are required *before* you can begin volunteering.

- **Pennsylvania Child Abuse History Clearance** (CY113)- This application can be submitted online at **https://www.compass.state.pa.us/CWIS** Staff members can help you get online. Paper versions are available at the circulation desk. This is free for volunteers.
- **Pennsylvania Criminal Record Check** (SP4-164)- Applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: **https://epatch.state.pa.us/Home.jsp** Paper versions are available at the circulation desk. This is free for volunteers.
- **Federal Bureau of Investigations (FBI) Criminal Background Check**- The Pennsylvania Department of Human Services is utilizing Identogo to process fingerprint-based FBI criminal background check. For more information and to begin the registration process, go to https://uenroll.identogo.com with the service code 1KG6ZJ. Cost is $25.75. If you have lived in Pennsylvania for the past ten years, you will not need this clearance. Reimbursement may be obtained once you have completed 30 hours of service to the library. You may request reimbursement by submitting the form below to the Volunteer Coordinator for approval.

More information is available at
http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm

STOP AND READ: *Return this portion to the library for reimbursement* after *30 hours of service.*

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Name ______________________________ Date ______________

Address ____

City, Town, Zip _______________________________________

Amount to be Reimbursed $__________ Volunteer Coordinator Approval ______________