

Rohnert Park-Cotati Regional Library TEEN VOLUNTEER APPLICATION

For teens between the ages of 12-18

Name (PLEASE PRINT) _____ Birthdate: _____ Age _____

Grade/School _____ E-mail _____

Telephone _____ Texting okay? Pronouns _____

Library Open Hours	Your availability:	1 st Choice	2 nd Choice
Remote work only			
Tuesday (library open 10-8)			
Wednesday (library open 10-8)			
Thursday (library open 10-6)			
Friday (library open 10-6)			
Saturday (library open 10-6)			

I need ____ hours.

I am volunteering for fun

Why do you want to volunteer at the library? _____

If for community service/school, what is your deadline for completing these hours? _____

I hereby apply for a Volunteer position with the Sonoma County Library.

Applicants Signature: _____ Date: _____

Parent or Guardian's Signature: _____ Date: _____

Photo & Video Release for Social Media/ Parent or Guardian Signature: _____

EMERGENCY CONTACT: Who should we contact in case of a zombie apocalypse?

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Bring application in person or email to: apalmer@sonomalibrary.org

Tell Us About Yourself



Do you have a library card? YES or NO

If not, pick up an application at the circulation desk.

What is your favorite book?

What are your hobbies or special interests? _____

Type of music you like the most? _____

If you could travel to anywhere in the world, where would you go? _____

What is one thing you like best about yourself? _____

If you could only eat one thing for the rest of your life, what would it be? _____

Can you touch your nose with your tongue? _____

On a scale of one to penguin, how random are you? _____

Are you a part of any fandoms? _____

What do you want to be when you grow up? _____

What is something you think would be important for me to know about you? _____

STAFF USE ONLY:

STRENGTHS:

WEAKNESSES:

PROBLEMS?

Rohnert Park-Cotati Regional Library

TEEN VOLUNTEER AGREEMENT

We are happy that you have chosen to volunteer at the Rohnert Park-Cotati Regional Library and hope that your time will be enjoyable and fulfilling! Before beginning your volunteer hours please read the guidelines listed below carefully and then sign.

As a Teen Volunteer at the Library, I agree to the following:

- 1. I will arrive at the library at my assigned time.**
If I am unable to do this, I will email or call 707-584-9121 and notify a staff member. If possible, I will call at least 24 hours before I am scheduled to arrive.
- 2. I will speak with Allison Palmer or another librarian if I need to make changes to my schedule. I will perform my duties as assigned.**
- 3. If I have questions about tasks I am assigned, I will ask.**
- 4. I will not use any personal electronic device (smartphone, etc.) while working.**
(You can listen to music only when off the library floor.)
- 5. I will not use the computer while working, unless I have permission.**
- 6. I will wear appropriate clothing:** close-toed shoes, no inappropriate imagery, no swearing, and no undergarments showing.
- 7. I will refer patrons to library employees when questions arise that are not directly related to my assignment.**
- 8. I will be courteous and respectful to library patrons, staff, and other volunteers.**
- 9. I will not bring food or drink into the library (exception: water bottle with a cap.)**
- 10. I will focus on my assignment while I am working and keep socializing to a minimum.**

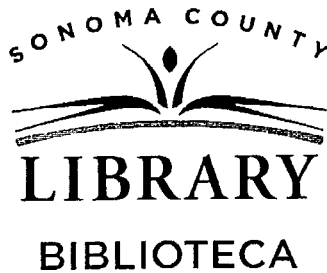
Volunteering should be considered job experience and treated as such.

Full Name: _____ Birthdate: _____

Signature: _____ Date: _____

Ann Hammond
Library Director
ahammond@sonomalibrary.org

6135 State Farm Drive
Rohnert Park, CA 94928
(707) 545-0831



LIBRARY COMMISSION

Deborah Doyle - <i>Chair</i>	Paul Heavenridge
Thomas Haeuser - <i>Vice-Chair</i>	Barbara Mackenzie
David Cahill	Sam Mulford
Andy Elkind	Rachel Parker
Fred Engbarth	Karen Schneider
Reece Foxen	

Volunteers Safety Protocols Checklist – January 6, 2021

Before Coming to the Library / Arrival at the Library

- Complete daily health check, including temperature check, and report to the person in charge.
- Put on facial coverings before entering the library facility. (HIGHLY RECOMMENDED, NOT REQUIRED)
- Do not use handshakes or other personal greetings that make physical contact.

Regular Cleaning and Disinfection

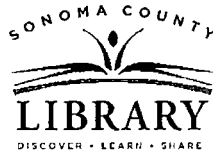
- Avoid sharing phones, other work supplies, or office equipment wherever possible, and disinfect the item at the start/end of a shift. Do not share pens/pencils or similar office supplies.
- When possible, use only one workstation/desk space/office during each shift, and disinfect all surfaces at the start/end of a shift, including doorknobs, tables, desk/counter tops and chairs.
- Disinfect shared items between uses, including office equipment such as copiers, printers, telephones, computers, books/binders, file cabinets, shelves, scanners, keyboards, staplers, desk surfaces, workstations, book trucks, tools and other equipment etc.; and break room equipment such as refrigerators, microwaves, coffee makers, etc. Use your own utensils/dishes.
- Use cleaners and follow product directions carefully. Personal protective equipment, including goggles and gloves, are recommended, but not required.

During the Work Day

- Cough/sneeze into a tissue; dispose of tissue and wash hands immediately afterwards.
- Limit touching face/facial coverings.
- Staff and volunteers may bring individually wrapped food to share (i.e. individually packaged candies, an individually wrapped deli sandwich intended to be eaten by one person); however, potlucks are not allowed, and parties are not encouraged.
- Frequent handwashing
 - Before and after entering or leaving the building
 - Before and after touching doorknobs, handrails, elevator controls, refrigerator door handles, light switches, and other commonly touched surfaces
 - Before putting on, or removing, facial coverings and/or PPE
 - After blowing nose, coughing, sneezing
 - Before and after using any shared office and break room supplies, equipment, and tools
 - Before, during, and after preparing or eating food
 - Before and after applying or removing facial coverings
 - After using the restroom
 - After touching garbage and/or when hands are visibility dirty or greasy

After Work

- Facial coverings should be washed/sanitized or replaced after each shift. Single-use facial coverings must be properly discarded into trash receptacles. Do not share facial coverings.



Self-Attestation of Vaccination Status – Volunteers (Individual)

Volunteer Name: _____

Library Program/Department Name: _____

Effective Sunday, April 3, 2022, Sonoma County Library modified its existing COVID protocols for patrons and staff. Regardless of vaccination status, any person visiting or working in library locations will no longer be required to wear facial coverings; however, masks are strongly recommended.

The Library is continuing to request information about your vaccination status in response to the questions below, but you may decline to provide your vaccination status. At this time, regardless of your vaccination status, you WILL be allowed to volunteer onsite at any Sonoma County Library location.

For purposes of this self-attestation, you are considered fully vaccinated two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

Please select the statement below that accurately describes your vaccination status:

- I am fully vaccinated.
- I decline to answer whether I have been vaccinated.

I hereby affirm that I have accurately and truthfully answered the question above.

Signature _____

Name _____

Date _____