



## Crete Public Library District Volunteer/Community Service Application

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason (general volunteering, school, etc.): \_\_\_\_\_

Name of agency requiring hours: \_\_\_\_\_

Number of hours needed: \_\_\_\_\_

Date hours must be completed by: \_\_\_\_\_

Days/hours  
available: \_\_\_\_\_

I would be willing to work in the:      Adult/Teen Services Dept.      Youth Services Dept.

**List any special skills or previous experience that would apply:** \_\_\_\_\_

\_\_\_\_\_

The Crete Public Library is only able to offer a limited number of service hours, generally 2 (two), and only when projects are available. You will be contacted within a week regarding project availability at the library. Additional volunteer opportunities at other local agencies are listed on the attachment.

It is the responsibility of the volunteer to request the documentation required for proof of service hours.

The information provided above is accurate to the best of my knowledge and I understand I can review the library's full Volunteer Policy\*:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Volunteers are subject to the terms in the library's Volunteer Policy, as well as any applicable policies and procedures in the CPLD Employee Handbook and the CPLD Policy Manual. Volunteers may request a copy of the policies.



CRETE PUBLIC LIBRARY DISTRICT

1177 N. Main St. | Crete, IL 60417 | 708.672.8017

## **ADDITIONAL INFORMATION FOR VOLUNTEER APPLICANTS**

### **Volunteer Tasks**

Occasionally, volunteer tasks involve assisting with programs or special events for specific departments. For instance, volunteers may assist with the Youth Services Department's Bubble Night or Paint the Parking Lot programs. The teen librarian may need volunteers to assist with teen programs, such as the Gift Wrapping Fundraiser or a video game tournament. Other times, however, volunteer tasks may be "housekeeping" tasks such as the following:

- Craft preparation
- Locating or shelving materials
- Straightening shelves
- Shelf reading
- Preparing and/or maintaining displays
- Cleaning and dusting shelves
- Repairing books
- Photocopying

### **Additional Volunteer Opportunities**

Since the library is unable to offer many hours to volunteers needing a specific number of service hours, we encourage them to contact other community organizations to inquire about service hour availability. Here are a few local organizations:

- Crete Lions Club, 708-672-4575.
- Crete Park District, 708-672-6969.
- Crete Township Food Pantry, 708-672-8279.
- South Suburban Humane Society (Chicago Heights), 708-755-7387.
- Will County Forest Preserve (may be local opportunities at Goodenow Grove or Monee Reservoir), 815-722-7364.
- Park Forest Historical Society, 708-481-4252.
- Habitat for Humanity Chicago South Suburbs, 708-256-2015.
- If you need hours for school, ask at the administrative offices of your school or talk to your teachers.
- Try your local churches or contact other local churches.
- Post on the local Facebook Groups such as Crete Forum, Crete Community Chats, and Crete Community News You Can Read.



**CRETE PUBLIC LIBRARY DISTRICT**

1177 N. Main St. | Crete, IL 60417 | 708.672.8017