

# Teen Volunteer Parent Acknowledgement & Emergency Contact Information Form

By signing this form, I agree to let my child volunteer at the Lee Memorial Library in Allendale. I have read and understand the Volunteer Guidelines (below).

Volunteer guidelines:

- I. All volunteers must have returned an application (either print or online) and signed emergency contact information form/parent acknowledgement (if under 18) before beginning their service.
- II. Volunteering is not a promise or guarantee of employment.
- III. Volunteers must be able to follow directions and work with little supervision.
- IV. As representatives of the library, all volunteers must be dressed neatly and groomed properly. Attire must be library-appropriate (no offensive words or images, no rips or tears, no provocative outfits).
- V. Volunteers may be asked to end their service at any time.
- VI. Volunteers must attend a short training session before service begins (Adopt-A-Shelf and Reading Buddies only).

Child's name: \_\_\_\_\_ Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Contact Information

Please provide information that we may use to contact you and/or your family in case of an emergency (such as an unscheduled library closing or medical emergency). Please do not provide contact numbers for the volunteer, as they are listed on the volunteer application.

Parent/guardian cell phone number: \_\_\_\_\_

Parent/guardian alternate phone number: \_\_\_\_\_

### **Other emergency contacts:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_