
Summer Library Program Youth Volunteer Application Oregon Public Library

Thank you for your interest in becoming a Summer Library Program Volunteer at the Oregon Public Library. All applicants **must** be age 12 or over by **start date**. Volunteers will assist with the Summer Library Program by registering patrons of all ages, answering questions and handing out prizes. There are opportunities to help with program preparation and at events along with tasks around the library.

Applications due Friday, May 30th, 2025

Please read the application thoroughly. Complete all sections, and sign on back side.

Applicant information:

Last name: _____

First Name *(This will be used on your nametag. Please list the name you want on it):*

_____ Pronouns (optional): _____

Current school: _____ Current grade: _____ Date of Birth: _____

Email: _____

Please use an email address you will check regularly during the summer!

Home Address: _____

Phone number that we can reach you at: _____

What other volunteering have you done? _____

Please plan to attend one training session:

- Monday, June 9th from 2:00-3:00 pm
- Tuesday, June 10th from 3:00-4:00 pm
- Wednesday, June 11th from 5:00-6:00 pm
- Friday, June 13th from 11 am-noon

*We will email you the link to sign up for your training session on **SignUp.com** beginning May 19th.
If these times do not work, please contact us to schedule another time.*

Please read the application thoroughly. Complete all sections and sign in the requested areas.

I have read the Application Packet (application, waivers, and responsibilities) completely and I agree to work responsibly and conscientiously at my volunteer duties. **I will plan to work for at least 15 hours between June 2 and August 15.** Training time counts as volunteering. I will behave appropriately in the library. I will keep track of my time worked and duties performed.

About Scheduling Volunteer Shifts

We use **SignUp.com** (an online sign-up and reminder tool) to organize our volunteer sign-ups. We will email volunteers a link to **SignUp.com** to manage their sign-ups. Volunteers are responsible for signing up for volunteer times and keeping track of their schedule. **Please make sure you will check your email regularly.**

SignUp does not share your email address with anyone. If you prefer not to use your email address, please contact us and we sign you up manually.

_____ I have read the Application Packet and agree with the information provided.

Volunteer Signature: _____

Parent/Guardian Information (if applicant is under age 16)

_____ I have read the Application Packet with my child and agree with the information provided.

_____ I agree to help my child be responsible for their assigned volunteer hours.

Print Name: _____ Phone Number: _____

Signature: _____ Email: _____

Application and Waivers due May 30th, 2025

Turn in forms in-person at the Oregon Public Library or email oreyouth@oregonlibrary.org

After the deadline, we will accept applications if there is space available.

If you have any questions about the application or training times, please contact Youth Services Team:

Phone: 608-909-2020

Email: oreyouth@oregonlibrary.org

Staff Use Only

Received application: _____.

Emailed sign-up link: _____.

Training scheduled: _____.

WAIVER AND RELEASE OF LIABILITY FORM FOR VOLUNTEERS



PLEASE READ CAREFULLY

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE HAD. IF THERE IS ANYTHING IN THIS DOCUMENT THAT YOU DO NOT UNDERSTAND OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT VOLUNTEER FOR THE VILLAGE OF OREGON.

This Waiver and Release is executed on the date entered below by the undersigned (the "Volunteer") in favor of the Village of Oregon and its elected officials, officers, employees, contractors, and agents (collectively, the "Village").

WAIVER AND RELEASE

The Volunteer freely, voluntarily and without duress executes this Waiver and Release under the following terms:

1. For good and valuable consideration including Volunteer's ability to participate in a Village sponsored activity or activities, Volunteer (or parent / guardian on behalf of Volunteer who is under 18 years of age) agrees to hold harmless, indemnify and defend the Village of Oregon and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs (including attorney fees) arising in any way out of Volunteer's participation in the Village sponsored activity or activities including, but not limited to, any acts or omissions of the Volunteer, the Village, or any other volunteer participating in such activities. However, the Village and Volunteer understand that the Village is not released from liability for harm incurred by Volunteer which results from the Village's intentional or reckless conduct.
2. The Volunteer understands that volunteer activities may involve hazards that are either known or unknown that may subject the Volunteer to the risk of personal injury or death and damage to property and, with that understanding, Volunteer hereby expressly and specifically assumes all risk of injury or harm associated with the activity and releases the Village from any and all liability for injury, illness, death or property damage resulting from such activities, except as provided in Section 1.
3. The Volunteer further understands that the Village does not assume any responsibility for or obligation to provide financial assistance or other assistance to Volunteer including, but not limited to, medical, health, worker's compensation, or disability insurance in the event of injury or illness. To that end, Volunteer represents that Volunteer has consulted with a medical doctor regarding Volunteer's personal medical needs and represents that Volunteer will not engage in any activity for which Volunteer has not received clearance from a medical doctor. Volunteer is aware of any applicable personal medical needs and conditions and has arranged through insurance or otherwise to meet all need for payment of medical costs that may arise as a result of participation in any voluntary activities.
4. The Village may, but is not obligated to, take any action it considers necessary under the circumstances to protect the Volunteer's health and safety. The Volunteer does hereby release and forever discharge the Village from any claims whatsoever which arise or may hereafter arise on account of any first aid or other medical intervention, treatment, or service rendered in connection with Volunteer's activities with the Village.

WAIVER AND RELEASE OF LIABILITY FORM FOR VOLUNTEERS



EARLY TERMINATION OF SERVICES OR ACTIVITY

The Village reserves the right to terminate Volunteer's services or the activity itself at any time with or without cause or notice. Volunteer agrees that although Volunteer is not an employee of the Village, Volunteer will act in accordance with all applicable Village policies while engaged in the activity.

PHOTOGRAPHIC RELEASE

The Volunteer does hereby grant and convey unto the Village all right, title and interest in any and all images and video or audio recordings made by the Village during Volunteer's activities with the Village including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

CONSTRUCTION OF WAIVER AND RELEASE AND SEVERABILITY

The Volunteer expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin and that this agreement shall be governed and interpreted by Wisconsin law. It is further agreed that nothing in this Waiver and Release shall be construed as a waiver, replacement or forfeiture of any other legal rights and defenses available to the Village. The Volunteer agrees that in the event any clause or provision of this Waiver and Release is deemed invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

[SIGNATURES BEGIN ON THE NEXT PAGE]

WAIVER AND RELEASE OF LIABILITY FORM FOR VOLUNTEERS



Volunteer Name: _____

Volunteer Address: _____

Affiliated Organization (if any): _____

Emergency Contact Name: _____ Emergency Contact Phone Number: _____

Volunteer activities to be performed: Help with the 2025 Summer Library Program at the Oregon Public Library.

Volunteer date(s) (approximate): June 2- August 15, 2025

I CERTIFY THAT I AM AT LEAST 18 YEARS OF AGE (IF NOT 18 OR OLDER SEE BELOW) AND HAVE READ THE PRECEDING WAIVER AND RELEASE OF LIABILITY THOROUGHLY AND I FULLY UNDERSTAND ITS TERMS AND CONDITIONS AND ENTER INTO IT ON BEHALF OF MYSELF, MY HEIRS, NEXT OF KIN ASSIGNS AND PERSONAL REPRESENTATIVES. NO ONE HAS MADE ANY REPRESENTATIONS, STATEMENTS OR INDUCEMENTS THAT CHANGE OR MODIFY ANYTHING WRITTEN IN THIS WAIVER AND RELEASE OF LIABILITY.

Volunteer Signature

Date

IF VOLUNTEER IS UNDER AGE 18, PARENT / GUARDIAN MUST COMPLETE THIS SECTION

AS PARENT, GUARDIAN, OR TEMPORARY GUARDIAN WITH LEGAL RESPONSIBILITY FOR THE VOLUNTEER, I CERTIFY THAT I HAVE READ THE PRECEDING WAIVER AND RELEASE OF LIABILITY AND BY SIGNING BELOW CONSENT TO THE NAMED MINOR VOLUNTEER'S PARTICIPATION SUBJECT TO THE TERMS AND CONDITIONS OF THE WAIVER AND RELEASE. NO ONE HAS MADE ANY REPRESENTATIONS, STATEMENTS OR INDUCEMENTS THAT CHANGE OR MODIFY ANYTHING WRITTEN IN THIS WAIVER AND RELEASE OF LIABILITY.

Signature of Parent or Guardian of Minor Volunteer

Date

Printed Name of Parent or Guardian

What we are looking for in a SLP Volunteer?

General Expectations

1. Be ages 12-17 years old; complete an Oregon Public Library SLP volunteer application packet.
2. Be reliable, responsible, honest and mature.
3. Respect visitors and patrons of all ages and library staff.
4. Show enthusiasm as you help families. We love to see you reading at the SLP Desk!
5. Volunteering with a friend is great as long as it does not stop you from helping children at the SLP Desk.
6. Show good thinking ability and problem-solving skills.
7. Dress neatly, arrive on time as scheduled, use appropriate language.
8. Report any concerns or problems to a library staff member immediately.
9. Respect the privacy and confidentiality of patrons and staff.
10. Do not attempt to contact library program children outside of the library setting or offer to walk or drive library children anywhere.
11. Remember to sign in and out of the SLP Volunteer Binder for each shift. Staff only counts hours listed in the Volunteer Binder.
12. Tell staff when you cannot cover your shift in a timely fashion. Call the library at 608-909-2020 or email oreyouth@oregonlibrary.org if a conflict happens the day of a shift.

Summer Library Program (SLP)

1. Become familiar with how the SLP works. At the SLP Desk, there are written instructions to help you along with library staff nearby.
2. Ask questions as often as needed.
3. Assist with SLP registrations for all ages; hand out prizes.
4. Set a good example for others by reading while you are at the SLP table.
5. Attend a training session or arrange a one-on-one with staff.

Programs

1. Sign up to help at programs.
2. Become familiar with the event for which you signed up to help. Staff will email you with more details before the event.
3. Arrive and depart at your scheduled time.

Tasks

If the Children's Area is quiet, staff might ask you to help with some tasks and projects.

- Cleaning up the children's area by picking up toys, wiping down toys and tables, etc.
- Dusting books shelves.
- Hanging up names of SLP participants
- Cutting and other prep work for crafts.

Note:

- You may be dropped from the program with or without warning if your behavior dictates such.
- We keep a record of your volunteer hours. Staff will sign forms that confirm your volunteer hours. You are responsible for providing those forms.

If you have any questions about the program, please contact YS Team at phone 608-909-2020 or email oreyouth@oregonlibrary.org.

Thank you, and we look forward to working with you this summer!

Youth Services Team