



# VOLUNTEER CONTRACT

## *Required Hours Agreement*

As a public institution, the Cedar Rapids Public Library welcomes eligible volunteers to enter into an agreement with the Library to complete their required service hours. To be eligible, volunteers must submit an application, complete background and reference checks, and be a proper fit for the Library's needs. The total number of hours available for an individual to volunteer will depend on the Library's schedule and needs.

In exchange for an opportunity to complete volunteer hours at the Library, you will agree to the following:

**Commitment** – You will adhere to the schedule agreed upon with the Library staff. You are an integral part of our team, and we depend on you to fulfill your duties to keep the Library running smoothly. If you will be late or absent, we request that you notify your supervisor as soon as possible. An unexcused absence or other attendance issues can be grounds for termination as a volunteer.

**Professionalism** – As a volunteer and a member of our team, you represent the Library. You will be expected to be properly dressed for your duties, thorough in your work, and courteous to staff, volunteers, and the public.

**Record-keeping** – Tracking your service hours is your responsibility. The Library will work with you to establish a process to track your volunteer hours and assist with any necessary forms you might have. However, the ultimate responsibility for accurately recording, completing, and submitting your volunteer hours is your duty.

In exchange for your volunteer service, the Library will agree to the following:

**Respect** – Library volunteers are a diverse group. Whether you are a youth volunteer, a college student, or an individual completing court-directed service hours, we respect your decision to volunteer your time and talents with the Library. You will be treated with respect and fairness – just as all Library volunteers are treated.

**Documentation** – The Volunteer Coordinator will review your final hours, sign the necessary forms, and retain a copy for documentation purposes. Final documentation forms on hours will not be signed until after you have completed all hours.

**The Library cannot guarantee service hours.** We will do our best to meet your needs, but our first priority is to support the mission of the Library. We are not always able to accommodate individuals with a large number of hours or a short timeframe in which to complete their required hours. We place volunteers based on the Library's needs and schedule first, then the volunteer's availability and skills.

If you find you are not on target to meet your required volunteer hours, please address your concerns with your supervisor or the Volunteer Coordinator. You are responsible for monitoring your hours and progress toward your goals. There may be occasions where a volunteer would need to look to another agency to complete his/her required hours.

Volunteers perform their duties at the privilege of the Library. The Library has exclusive rights to terminate the services of a volunteer at any time, regardless of the need for required hours.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Class/School Required Hours				
Total Number of Hours Needed		Total Number of Hours at Library		Deadline (mm/dd/yy)
School				
Teacher/Faculty			Grade	
Is this for a class or extracurricular club? Please explain:				

Court-Directed Community Service Required Hours				
Total Number of Hours Needed		Total Number of Hours at Library		Deadline (mm/dd/yy)
Court Appointed Contact Name				
Court Appointed Contact Phone				
Please state the nature of your offense:				

**Agreement and Signature**

By signing below, I acknowledge the previous agreements and will uphold my responsibilities as a volunteer in completing my required service hours. I understand I must complete a separate Volunteer Application and Background Check form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Required for volunteers under the age of 18)*

**Completed forms can be sent to the Volunteer Coordinator at:**

- Cedar Rapids Public Library • 450 5<sup>th</sup> Avenue SE • Cedar Rapids, Iowa 52401
- [volunteer@crlibrary.org](mailto:volunteer@crlibrary.org) • Phone: 319.398.5123 • Fax: 319.398.0476

STAFF DOCUMENTATION																	
<table border="1" style="width: 100%;"> <tr><td>Application</td><td></td></tr> <tr><td>Background check</td><td></td></tr> <tr><td>Reference check</td><td></td></tr> <tr><td>Approved?</td><td></td></tr> <tr><td>Orientation</td><td></td></tr> <tr><td>Start date</td><td></td></tr> <tr><td>Hours completed</td><td></td></tr> <tr><td>Documents signed</td><td></td></tr> </table>	Application		Background check		Reference check		Approved?		Orientation		Start date		Hours completed		Documents signed		<div style="border: 1px solid black; padding: 5px; min-height: 150px;">           NOTES:         </div>
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