



## Volunteer/Community Service Application

According to Pennsylvania State law, volunteers age 14 and over who work directly with or interact with children must provide clearances.

70 Bieber Alley  
Kutztown, PA 19530  
610-683-5820  
Kutztownlibrary.org

**NAME:**

**ADDRESS:**

**CITY/ZIP:**

**PHONE:**

**EMAIL:**

**OCCUPATION:**

**EMPLOYER:**

**EMERGENCY CONTACT & PHONE:**

**Please mark the tasks that you are interested in:**

- Shelving: duties include shelving materials and straightening shelves
- Youth: duties include assist at youth programs, preparing materials for programs, tidying play area
- Story Time substitute leader (clearances required)
- Computer tutoring for individuals
- Gardening
- Distributing signs
- Scrapbook

**Are you required to perform service hours for school or organization?**  Yes  No

We are not able to place Court-Ordered Community Service volunteers over 18 years of age.

**If Yes, complete this section:** School/Organization: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of hours required : \_\_\_\_\_ Completion date: \_\_\_\_\_

**What special skills or interests do you have that would be useful at the library?**

**When are you available to volunteer? Please check all that apply:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning
<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon
<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	

I am over 18 years of age. (If not, please complete the Youth Volunteer section on page 2.)

**I understand that my volunteer work is an important commitment to the Library. When I cannot work at the assigned time, I will notify the Library as soon as possible so that a substitute may be called.**

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

# Youth Volunteers

## Additional information for 14 to 17 years old

- You must be at least 14 years old to volunteer at the Kutztown Community Library.
- You must be able to get to the Library and home again at your scheduled time.
- You must attend a meeting and training.

If you are currently a student, name of school/college you are attending: \_\_\_\_\_

What grade or class are you in? \_\_\_\_\_

Are there any health considerations for this Youth Volunteer that we should know about? \_\_\_\_\_

**I have read this additional information for Youth Volunteers and will fulfill my commitment faithfully. When I cannot work at my assigned time, I will notify the library. When I no longer want to volunteer, I will contact the Director or Youth Librarian.**

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

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

For Library use only			
Interview Date _____	Interviewer _____	Orientation _____	Training _____
Assigned day and time _____			
Start date _____			
<input type="radio"/> add to schedule			
<input type="radio"/> training _____			
Notes: _____			
_____			
_____			
_____			



## Kutztown Community Library Clearance/Certification Requirements

Updated 5/20/2021

Thank you for your interest in volunteering at the Kutztown Community Library (KCL).

According to Pennsylvania State law, volunteers over the age of 14 who work directly with or interact with children must provide PA Child Abuse History Clearance, PA Criminal Records Check, and FBI Criminal Background Check (if applicable). The clearances/certifications are required *before* you can begin volunteering.

- **Pennsylvania Child Abuse History Clearance** - This application can be submitted online at <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/> Staff members can help you get online. This is free for volunteers.
- **Pennsylvania Criminal Record Check** - Applicants can go to the Pennsylvania Access to Criminal History (PATCH) website and apply for their criminal record check online at <https://epatch.state.pa.us/Home.jsp> This is free for volunteers.
- **Federal Bureau of Investigations (FBI) Identity Check**- *you will not need this clearance if you have lived in Pennsylvania for the past ten years.* Visit a local Identogo Centers, securely provide your fingerprints which we will submit electronically to the FBI. A link will be emailed to you to safely access your Federal background check results. To schedule appointment go to <https://uenroll.identogo.com/> with the service code 1KG6ZJ or by calling 844-321-2101. There is a fee for this service. Reimbursement may be obtained once you have completed 30 hours of service to KCL by submitting the form below to the library for approval.

**STOP AND READ:** Return this portion to the library for reimbursement after 30 hours of service.

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Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, Town, Zip \_\_\_\_\_

Amount to be Reimbursed \$ \_\_\_\_\_ Library Staff Signature \_\_\_\_\_