



Volunteer/Community Service Application

According to Pennsylvania State law, volunteers over the age of 18 who work directly with or interact with children must provide a criminal background check and child abuse clearances.

60 Tower Drive
Topton, PA 19562
610-682-7115
brandywinecl@berks.lib.pa.us

NAME:

ADDRESS:

CITY/ZIP:

HOME PHONE:

EMAIL:

I do not wish to receive email newsletters

WORK PHONE:

EMERGENCY CONTACT & PHONE:

OCCUPATION:

EMPLOYER:

Volunteers between 14 & 17 years of age and their parents must also read and sign page 2 of this form.

Please mark the tasks that you are interested in:

Clerical

Shelving

Assist at youth programs

1-on-1 computer tutoring

Adopt a shelf (shelf reading)

Preparing materials for youth programs

Tutoring

Summer help

Story Time leader (substitute)

teaching/instructing

Material repair

sitting at a table at public events

Other: _____

Are you required to perform service hours for another agency or organization? Yes No

If Yes, complete this section: Agency: _____

Contact name: _____ Phone: _____

Number of hours required : _____ Completion date: _____

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

Why do you want to volunteer at the library?

When are you available to volunteer? List day of the week and time of day. Volunteers commit to 1-2 hour sessions.

Please list two references:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

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 _____

Additional Information for 14 to 17 year old Volunteers/Community Service workers

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

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.

Volunteer Signature _____ Date _____

Parent Signature _____ Date _____

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

(For Library use only)

Interview Date _____ Interviewer _____ Orientation _____ Training _____

Assigned day and time _____

Start date _____

add to schedule

training _____

Notes: _____

Brandywine Community Library Clearance/Certification Requirements

Updated 2/15/2023

Thank you for your interest in volunteering at the Brandywine Community Library.

According to Pennsylvania State law, volunteers over the age of 18 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. Then they must be redone every 5 years.

- **Pennsylvania Child Abuse History Clearance (CY113)**- This application can be submitted online at <https://www.compass.state.pa.us/CWIS>. Staff members can help you get online. This is free for volunteers.
- **Pennsylvania Criminal Record Check (SP4-164)**- Applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp> . Staff members can help you get online. This is free for volunteers.
- **Federal Bureau of Investigations (FBI) Criminal Background Check**- The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background check. For more information and to begin the registration process, go to www.pa.cogentid.com//index_dpw.htm. Cost is \$25.75. If you have lived in Pennsylvania for the past ten years, you will not need this clearance.