



Volunteer Application

According to Pennsylvania State law, volunteers age 14 and over must provide state and/or federal clearances.

NOTE: Court-Ordered Community Service volunteers are ineligible for placement at Mifflin Community Library.

6 Philadelphia Ave.
Shillington, PA 19607
610-683-5820
Mifflinlibrary.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, shelf reading, and straightening shelves
- Youth: duties include assist at youth programs, preparing materials for programs, tidying play area
- Story Time substitute leader
- Computer tutoring for individuals
- Gardening (No Clearances Required)
- Adult Programs/Clubs

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

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.)

By signing below, I agree to follow all Library policies and procedures, including, but not limited to, notifying Library staff when I am unable to report for my assignment and, that if offered a volunteer placement, the offer is contingent on my passing all required state and/or federal clearances. I further understand that the Library may terminate my assignment, with or without cause, and that I also have the right voluntarily resign.

Signature _____ Date _____

Youth Volunteers

Additional information for 14 to 17 year old Youth

- You must be at least 14 years old to volunteer at the Mifflin Community Library.
- You must be able to provide your own transportation to and from the Library.
- You must attend training prior to commencing your volunteer assignment.

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

What grade or class are you in? _____

Are there any considerations for this Youth Volunteer that the Library should know about? _____

By signing below, I agree to follow all Library policies and procedures, including, but not limited to, notifying Library staff when I am unable to report for my assignment and, I further understand that the Library may terminate my assignment, with or without cause, and that I also have the right voluntarily resign. .

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: _____			

Mifflin Community Library Clearance/Certification Requirements

Updated 2/28/24

Thank you for your interest in volunteering at the Mifflin Community Library (MCL).

According to Pennsylvania State law, volunteers over the age of 14 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. It is also required by the library insurance company for liability purposes.

- **Pennsylvania Child Abuse History Clearance (Free)** - 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 (Free)** - 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.