



Library Administration Center  
6275 Dogwood Dr. Milton, FL 32570  
850-981-READ (7323)  
[www.santarosa.fl.gov/libraries](http://www.santarosa.fl.gov/libraries)

## High School Student Volunteer Service Information / Application

**Library Volunteer Service Eligibility:** Library high school student volunteers must be at least 16 years old and working toward scholarship goals. *Because everyone working in a Library environment has close contact with children of all ages, all Library volunteers who are 18 years old or older are required to pass a background check conducted by Santa Rosa County at no charge to the volunteer applicant. If needed, a form will be provided.*

**Documentation required:** Proof of: 1) High school status 2) Scholarship goal participation, 3) Date of Birth

Parents/Guardians must sign permission for applicants under 18 years old.

I (print) \_\_\_\_\_ am the parent/legal guardian of (print) \_\_\_\_\_ and grant permission for him/her to volunteer at the Santa Rosa County Library System, as part of a requirement toward his/her scholarship goal.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to apply, fill out this application and take it to the Library Manager of the Library where you wish to volunteer – or – Save this application, Complete it, and E-mail to: [libraryvolunteer@santarosa.fl.gov](mailto:libraryvolunteer@santarosa.fl.gov)

**Location:** All Libraries                      **Supervisor:** Library Managers

### Library High School Student Volunteer Responsibilities:

- Follow all Library policies and procedures and ask questions if anything is not understood.
- Be considerate and courteous to all Library employees and volunteers.
- Keep schedules and perform assignments because the Library staff depends on you.
- Do not discuss anything seen or heard from the Library public or staff with anyone except Library staff.
- Do not engage in personal study, computer use, or socializing while at work.
  - Failure to meet responsibilities will result in dismissal of volunteer.

### Assignment Summary:

- Maintain Library services areas, display areas, and meeting rooms in tidy and clean order.
- Replenish supplies such as note paper and pencil supplies, and move recycle items to recycle bins.
- NOTE: Florida law provides for privacy and confidentiality of Library customer records; therefore, volunteers are restricted from access to staff computers and functions.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: Street, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Scholarship Program: \_\_\_\_\_

Library at which you wish to volunteer:  Gulf Breeze  Jav  Milton  Navarre  Pace

### Student Volunteers may work during the following hours at each Library:

**Monday:** Navarre: 10:00-6:00; All Other Libraries: 9:00-5:00

**Tuesday and Wednesday:** Navarre: 10:00-6:00; All Other Libraries: 11:00-7:00

**Friday:** All Libraries 9:00-5:00                      **Thursday and Saturday:** All Libraries: 9:00-1:00

State which Day and Hours you wish to work: \_\_\_\_\_