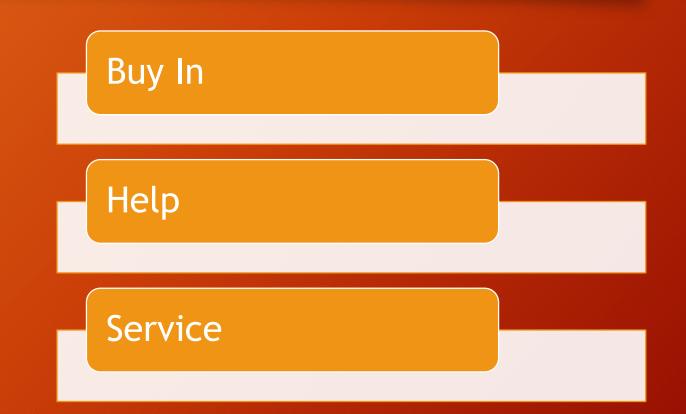
Building a Volunteer Program

That Welcomes Many Ages and Skills

Why Do You Want Volunteers

Be Clear About Why You Want Volunteers to yourself your staff

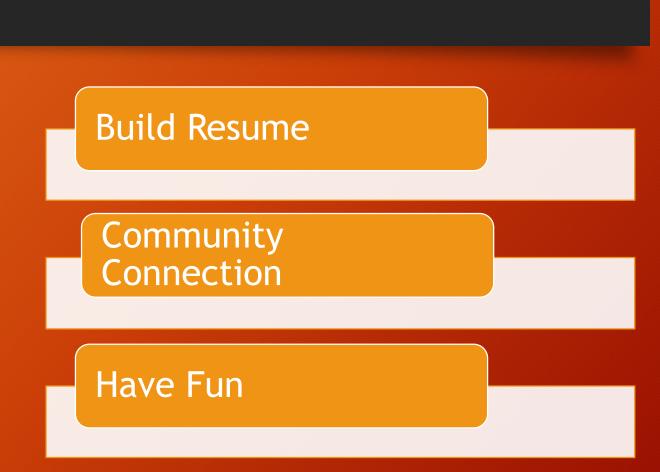
and your board



Why Did the Volunteer Come to You

Ask the Question:

What Does the Volunteer Want in Return?



Who Do We Want As Volunteers

Retired Teachers and Business Leaders? Students? Homemakers?



The Answer Is

ALL OF THE ABOVE!

How Did We Begin Building Our Program

First Steps: Policy Key Points

No youth under 14 years of age will be accepted as a volunteer unless under the supervision of a Boy or Girl Scout leader, school personnel, or a church group leader.

First Steps: Policy Key Points

Volunteers may not work the circulation desk, access patron records or information, library business information, or any employment information.

First Steps: Policy Key Points

The Library Director may reject any volunteer or make task assignments based on library needs and volunteer skills.

Volunteers who do not provide good service or abide by expectations for volunteers will be dismissed.

First Steps-Paperwork

Contact Sheet & Confidentiality

Project Sheet or Task Sheet

Timesheet

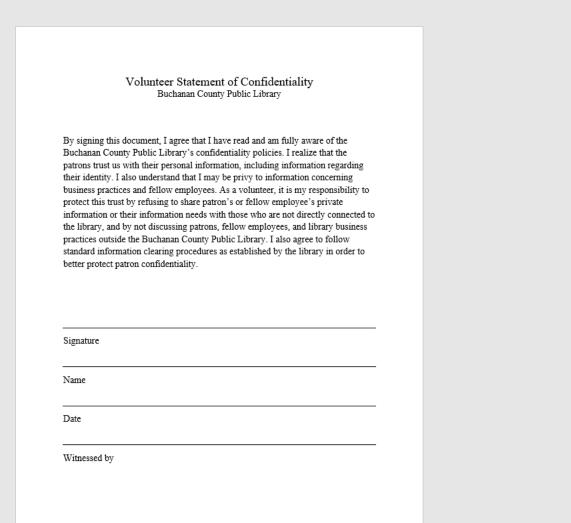
	Volunteer Contact Sheet 2017
Date:	
Name:	
Address:	
Telephone:	
Special interests or skills:	
Any other comments you would like	e to make:
	supervised, and evaluated by the BCPL staff. I also understand that I oolicies that govern work and activities at the library.
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Page 1 of 1

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+ 50%



Approved by the Buchanan County Public Library Board of Trustees at Feb. 28, 2011 meeting.

Version: 1 Project: Bo	e Haunted by Poe	Haunted Ho	ouse		
Project Leader: Sherry J	Bright		Planned Comp	letion Date: 10/23/3	17
activities with educational	Action Plan: Pull toget props, set up scenery, a Will need guides, creat	and run progra	am	Challenges: 1 program with special effect people to run	h lots of s and need
Strategic Plan Impact: Encourage literacy and builds community	Additional information	ı on plan sheef		Team: All sta Volunteers	ff &
· ·) (Key Tasks:		
Outcome: success measured by	Task	Tools	Who	When	Status
complete program, attendance, and feedback	Gather props	carts	Sherry, Alesha, Kelly	October 5	
	Create new items	Craft & building tools	Staff Volunteers	October 9 October 16	
	Set up	Props, display box,	Staff & Volunteers	October 16- 20 th	

+ 70%

BCPL VOLUNTEER TIMESHEET

Classification:

Name: _____

Time Report To: _____

Date of Service	Describe Type of Service	Hours: From: To:	Hours Total:	*Site Supervisor's Signature:
	_			

I,______, certify that I have provided service to the above organization(s) for the total number of ______ hours as documented above on this form.



So Who Do We Want

We want retired teachers, business leaders, and homemakers.



We Also Want

Library supporters with mental challenges.



Teenagers who are poor readers but love helping



Talented Artists of All Ages



Court ordered individuals



For Drug Charges

For Trespassing

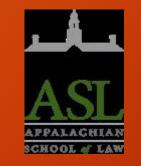


People sent to us through Social Service and Work Program



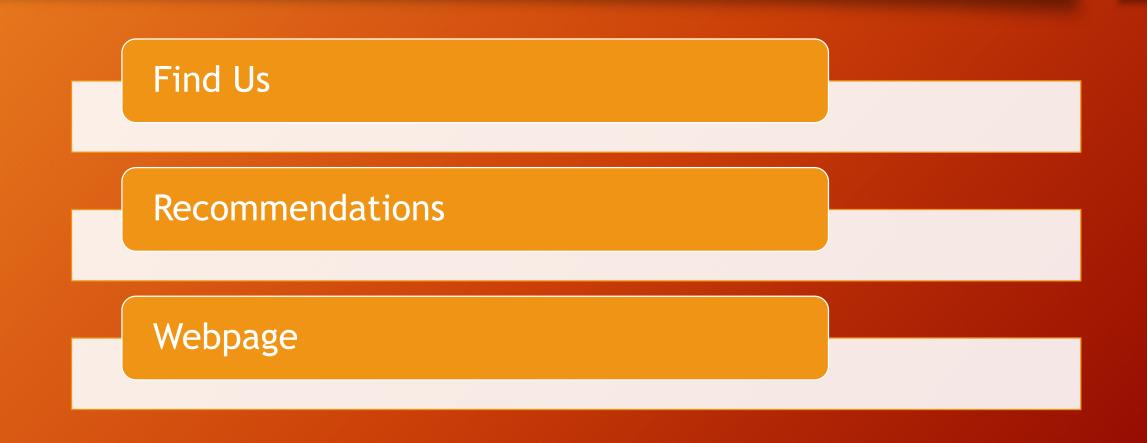


Community Service workers who want to help an underserved community





How Do We Find Volunteers



What Do Our Volunteer Do

• Lots of Stuff!

Building Shelves



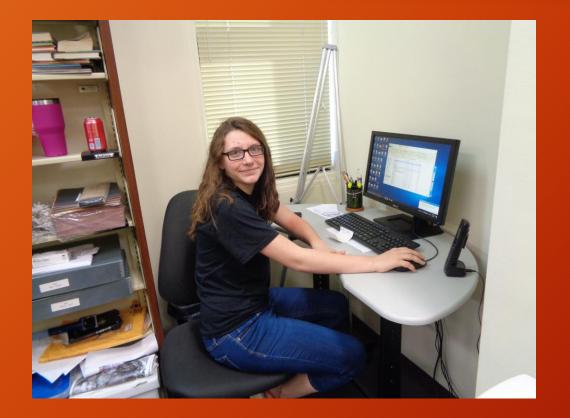
Digitalization Projects



Children's Programs



Promotional & Web Projects



What Makes It Work

- A flexible staff who are willing to be assigned volunteers whose skills match a task the staff member has and who can work with the volunteer
- Clear goals and expectations
- Keeping the paperwork up to date



- Being willing to change assignments
- Being willing to talk enough to find out about the volunteer and what they enjoy and need
- Being willing to stop accepting a particular volunteer

Keeping Volunteers



Challenges



The Biggest Challenge

•TIME

Thank You

- Sherry J Bright
- Director Buchanan County Public Library
- <u>sherry@bcplnet.org</u>
- Kelly Smith
- Library Administrative Assistant
- <u>kelly@bcplnet.org</u>

Evaluation

• tinyurl.com/fri2017vla