

Tigard Public Library Volunteer Expectations

Attendance

- _____ Sign up and attend shifts regularly.
 - Circulation requires a minimum commitment of 3 shifts per month and 1 year of service.
 - Program Support requires a minimum commitment of 1 shift per year. Program Support volunteers in ongoing roles are expected to show up for all shifts established with their staff supervisor.
- _____ Stay home if you are sick. Take the time to recover before returning to your shifts.

Communication

- _____ Call if you are unable to attend a same-day shift.
 - Program Support volunteers, call your staff contact directly.
 - All other volunteers, call xxx-xxx-xxxx and leave a voicemail.
- _____ Contact the volunteer coordinator if you have any concerns, questions, or if you will be unable to meet your minimum shift expectation.

Volunteer Portal & Volunteer Kiosk

- _____ Keep your contact and emergency contact information updated.
- _____ Use the Volunteer Portal to sign up for shifts.
- _____ Use the Volunteer Portal to remove yourself from shifts as needed.
- _____ Use the Volunteer Kiosk to check in and check out of each shift.

Agreement

I agree to meet the expectations above. I acknowledge that I have attended volunteer orientation, received a volunteer guidebook, and will follow the policies and procedures in the guidebook. I understand that if I don't meet the expectations above or follow the policies and procedures in the guidebook, I may no longer be permitted to volunteer.

Volunteer Name	Volunteer Signature	Date Signed
Parent/Guardian Name <i>if volunteer is under age 18</i>	Parent/Guardian Signature <i>if volunteer is under age 18</i>	Date Signed <i>if volunteer is under age 18</i>