

**Summer Reading Challenge 2024  
Volunteer Guidelines**

1. Dress appropriately for a work environment. No short shorts, spaghetti strap tops, revealing or dirty clothing, or clothing with inappropriate language/logos.
2. Please arrive on time and check in with Lisa, Julie or the Information Desk.
3. Please be respectful of the library environment. We ask that you not use your volunteer time to visit with friends or play on your phone. Acceptable use of time would be to read or complete a task assigned by a librarian when you are not busy helping families.
4. Call or email at least 24 hours in advance if you are unable to attend your shift at 262-534-3988 or [lmoulton@waterford.lib.wi.us](mailto:lmoulton@waterford.lib.wi.us). (We understand that unavoidable circumstances happen. In this case, please let us know as soon as you are able, so that it isn't held against your volunteer privileges).
5. As a participant, you understand that the Village of Waterford is not responsible for personal injury or property damage arising from your participation in this activity.
6. See a librarian before leaving to receive your grand prize drawing slips. Volunteers will be given one entry slip for each hour you volunteer.

Please sign below to indicate that you agree to all of the Volunteer Guidelines required by Waterford Public Library. Cut off bottom portion and return to Lisa or Julie.

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First and Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Age: \_\_\_\_\_ Grade entering in the fall: \_\_\_\_\_ Email: \_\_\_\_\_

*I agree to abide by the Volunteer Guidelines set forth by Waterford Library.*

Volunteer Signature: \_\_\_\_\_

Parent Signature if under the age of 16: \_\_\_\_\_

**\*\*This sheet must be signed and turned in before your first volunteer shift\*\***