



## VOLUNTEER APPLICATION

Kahului / Queen Ka'ahumanu Center

Pu'unene

Lahaina / Outlets of Maui

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

Phone: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

TIMES available for work:

Mornings (10am - 2pm)  Afternoons (2pm - 6pm)

other time period requested, if can only do partial shifts: \_\_\_\_\_

DAYS available for work:

Mon

Tue

Wed

Thu

Fri

Sat

Sun

DATES available for work:

Year-round

Partial year (for volunteers who live on-island part-time) From \_\_\_\_\_ to \_\_\_\_\_

SERVICE PREFERENCES:

*Volunteer work is described below; please check your preferences. Sales and daily maintenance are the most critically-needed ongoing positions.*

Sales: welcome, assist, and help customer locate desired books. Ring up sales. Start register at beginning of day. Secure cash and records at end-of-day.

Day-to-day maintenance: shelve & arrange books by subject matter and/or alphabetically; maintain order and cleanliness of books, CDs, DVDs, and store in general.

*Volunteer teams may also support books & materials inventory; pricing; perform periodic clean-ups or to assist at special events (annual warehouse sale, holiday events, off-site sales, etc)*

Relatable skills: \_\_\_\_\_ Other languages? \_\_\_\_\_

Have you ever worked/volunteered in a bookstore or library?  No  Yes. Details: \_\_\_\_\_

I agree to follow the MFOL Volunteer Code of Conduct as outlined on back.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Emergency Contact*

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

NOTE: For minors, parent/guardian permission is required. Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Area for office use

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

NOTES:

# CODE OF CONDUCT

The Maui Friends of the Library organization values our partnership with our volunteers. Our goal is to provide a positive environment with mutual respect for volunteers and the public as well as the library facility and its materials.

Accordingly, the following guidelines and policies have been established.

- Treat co-workers and public with respect and good faith.
- Understand job requirements.
- Dress appropriately and hygienically.
- Be enthusiastic.
- Maintain confidentiality. Volunteer contact information is not to be released to the public.
- Treat coworkers and public with respect and good faith.
- Do not use headphones while working on the sales floor. Please limit use of cell phones. The store phone is not for personal business, nor is it to be used by customers.
- Look for ways to improve procedures. Facility needs, concerns, and problems are to be forwarded to your volunteer coordinator.
- Do not lift heavy boxes. Get help. Use the rolling carts.
- Inappropriate behavior from volunteers or the public will not be tolerated. Profane, obscene or abusive language is not acceptable. Racial or ethnic epithets are not appropriate as well as verbal, hostile or abusive physical behavior.
- Children are not to be left unattended. Watch that they remain with parent or guardian.
- Keep children off the carts, stools and furniture.
- Do not abuse furniture or materials.
- Unreasonable noise is not acceptable.
- Do not discuss patrons, other volunteers or organizational business while working in the stores.
- Weapon possession is forbidden in the stores.
- Smoking, chewing tobacco, possession or use alcohol or illegal drugs is not allowed.
- In the event of a verbal or physical altercation, promptly call Mall Security or 911 and your volunteer coordinator. Put your personal safety first: Do not respond to a perpetrator, physically or verbally. Complete an Incident Report.

I understand and agree to the above guidelines and will abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_