Volunteer Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the following:  
 Print Name

1. Arrive on time as scheduled.
2. Be responsible for knowing my schedule and adhering to it. No credit will be given for time worked outside of scheduled hours without supervisor’s approval.
3. Notify my supervisor (or a designated person) know when I arrive and when I leave.
4. Notify y supervisor, as soon as possible before my scheduled time, if I cannot work. Excessive absences can be caused for cancellation of this agreement.
5. Always wear your volunteer badge while working.
6. Dress appropriately.
7. Record daily the hours I have worked for that day.
8. Refrain from conducting personal business on the job.
9. To adhere to library rules and procedures.
10. To perform my duties to the best of my abilities.

Failure to meet any of the responsibilities listed above can be cause for immediate cancellation of this agreement.

This agreement may be cancelled at any time at the discretion of either of the parties.

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Volunteer’s Signature Library Supervisor’s Signature

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Date Date