

APPENDIX B

Secondary School Community Service Policy

Board Motion Number:	17.074
Date of Original Board Motion Number:	June 21, 2010
Date of Current Issue:	September 26, 2017
Date of Next Review:	2019
Attachments:	Form B1, Form B2

Signature of Board Chairperson (and Date):

The Ontario Ministry of Education incorporated 40 hours of mandatory community service into the secondary school curriculum. The North Kawartha Public Library (NKPL) wishes to assist students to fulfill this requirement.

- Interested students must be interviewed by the Librarian/CEO or Director of Technical Services. Only students who have completed Grade 9 will be considered.
- Duties will be assigned by the Librarian/CEO or Director of Technical Services and will comply with the school board policy.
- Students will be supervised by Library staff and shall follow the same work, behaviour and dress codes as employees.
- In order that an appropriate level of supervision and volunteer co-ordination is ensured, the number of student volunteers, at any given time, will be decided by Library staff.
- While it is a student's decision whether or not the entire 40 hours of community service shall be completed at the Library, the Library will not agree to a placement which involves fewer than 20 hours of service. As well a student's placement at the Library must be completed within a three month period.
- Students are bound by the rules contained in all North Kawartha Library policies and guidelines as applicable, especially as they relate to patron privacy and confidentiality.
- Students will complete the Volunteer Information and Emergency Contact sheet (Form 1 attached) and complete and sign the Volunteer Agreement (Form 2 attached) which will be kept by the Librarian/CEO or Director of Technical Services.
- The Library Board reserves the right to terminate a placement, if necessary.

APPENDIX B - FORM B1

**Secondary School Community Service Policy
VOLUNTEER INFORMATION AND EMERGENCY CONTACT**

Name: _____

Date of Birth (mm/dd/yyyy): _____

Phone (s): _____

Email: _____

Medical Information

Allergies (Food, drug or other): _____

Medic Alert: _____

Other Medical Information You Wish to Have Kept on File: _____

Emergency Contact

Name: _____

Phone: _____

Relationship: _____

This information will remain confidential. Please return this form to the Librarian/CEO or Director of Technical Services.

APPENDIX B - FORM B2

VOLUNTEER AGREEMENT

I understand that my services are valuable to the Library and agree that:

- I will perform the tasks given to me to the best of my ability.
- I will be punctual and conscientious in the fulfillment of my duties.
- I will take any problems, criticisms or suggestions to the Chief Executive Officer.
- I will consider as confidential, all personal information concerning a Library patron/member.
- I will maintain a good working relationship with staff and other volunteers.
- I have read and understand the North Kawartha Library Community service Policy.

Date

Volunteer Signature