



Volunteer Presenters—Procedures

June 2013

Definition— Individuals not being paid to present for a program, including community partnerships. For example: presenters from colleges, state agencies, organizations.

Why?

These partnerships are currently not being tracked and we would like to record their contributions to the community

To ensure that all volunteers in the Library System are background checked and approved.

Process (Library Side)

1. Identify whether a presenter is paid or unpaid. If unpaid, proceed!
2. Create an opportunity. The title should be formatted: Library—Organization (DO NOT PUBLISH). For instructions to create an opportunity please visit MyMetrolibrary, Resources, Supervisors of Volunteers, and then Video.
3. Gather volunteer information. You or the volunteer can use the form (attached) or sign up at www.supportmls.org/volunteer.
4. Inform volunteer services of the volunteer, opportunity, and day and time of the event.
5. The volunteer will be added to the database, a background check will be conducted, the volunteer will be placed with the proper opportunity, and given a schedule on the calendar.
6. Hours for the volunteer will be logged automatically based on the calendar.

Repeat or Multi-Library Connection

1. E-mail the volunteer name/organization to hport@metrolibrary.org and include the appropriate opportunity name and schedule.
2. If returning, placement with the opportunity and on the calendar schedule will be immediate.
3. If new, return to the process above and complete steps 1—6.

Maintenance

At the beginning of each quarter, please update volunteer services of any unpaid presenters who will need a schedule for automatic logging of hours.

Kelley Riha will receive updates of current volunteers for inclusion in the Performing Artist Index.

Questions, Comments, Concerns

Please contact Volunteer Services at 405-606-3762 or hport@metrolibrary.org.



Volunteer Presenters—Information

June 2013

Library Location: _____ Opportunity Name: _____

When you fill out this form we can add you to the library's new database of volunteers. We are obliged to document everyone who does a program or assists with an event for the public. We'll be glad to enter your information for you in the library's software, but we'll need the following (all fields are required):

First and Last Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: () _____ - _____ email: _____

Date of birth: Mo: ____ Day: ____ Year: ____ Male / Female t-shirt size: _____

Yes, I give permission for the library to do a simplified background check.

Signature: _____ Date: _____

Return to hport@metrolibrary.org or FAX to 405-606-3735. You may also complete a volunteer profile online at www.supportmls.org/volunteer if you prefer.

Questions? Call MLS Volunteer Coordinator Heidi Port, 405-606-3762 or e-mail hport@metrolibrary.org. Thank you!