



STUDENT VOLUNTEER REGISTRATION FORM

Tel: 04 321 3939 | Email: studentvolunteer@theoldlibrary.ae

Please read and complete the form. Hand it in at the library or scan and email to the given ID

Duties: Student duties include shelving books, covering books, tidying shelves and front desk duties

Attendance: Students must commit to a minimum of 8 hours in a month. If you require more hours, please let us know beforehand.

Training: Attending the training session is mandatory.

Absences: Library must be informed of reason for any absence - after three continuous absences, student will be removed from the programme

Name..... D.O.B.....

Membership Number

Parent Contact No

Parent Email ID (to be filled in capital letters)

Student Contact No:

Student Email ID: (to be filled in capital letters)

(Please ensure that you add our email id to your safe sender list as all communication is via email)

Is this a requirement for your school curriculum? Yes No

Fill this section only if you have answered Yes to the above:

Name of Programme (e.g. DoE, CAS).....

of hours required to be completed

Name and Email id of Programme Supervisor

Please choose the **day** and **shift timing** that you would prefer:

Day	Shift timing
Saturday (10-12, 12-2, 2-4, 4-6)	
Monday (10-12, 12-2, 2-4, 4-6)	
Tuesday (10-12, 12-2, 2-4, 4-6)	
Wednesday (10-12, 12-2, 2-4, 4-6)	
Thursday (10-12, 12-2, 2-4, 4-6)	
Friday (10-12, 12-2, 2-4, 4-6)	



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Rules & Regulations: Please read this carefully – your signature on the form indicates that you have read, understood and agreed to abide by our Rules & Regulations.

1. Once you have submitted the form you will be notified when a vacancy occurs – please notify the library if your circumstances change (studentvolunteer@theoldlibrary.ae)
2. Please note that once you have completed the 8 hours you may have to wait to get re-allocated as we will be giving the students on our waiting list a chance to volunteer
3. Student Volunteers should dress appropriately for a work environment
4. Student Volunteers are expected to commit to a regular shift and the library must be notified of any absences for study or other reason in advance
5. Parents, guardians and or Student Volunteers, as the case may be, hereby acknowledge and accept that the library shall not be responsible in any way whatsoever for any harm and damage (including personal injury or death) arising from the Student's volunteer work in the library. Parents, guardians and or student volunteers further acknowledge that in no event will the library be liable or responsible for any loss or damage of any nature whatsoever resulting from their volunteer work save for any deliberate acts.

Student Signature

Parent Signature

Date
