

Volunteer Request for Referral

Please complete this form to refer either a Tween or Teen for a volunteer opportunity at the Greater Victoria Public Library.

Volunteers should bring this completed form to their training session or first program session.

Volunteer's Information			
Volunteer's Name		Parent/Guardian Name	
Volunteer's Phone		Parent/Guardian Phone	
Volunteer's Email		Parent/Guardian Signature	

Tween Volunteers (10-12 years old)

- Story Buddies pairs tweens aged 10 to 12 with young children aged 4 to 6 to write and illustrate an original storybook. Together, Little Buddies and Big Buddies will use their imaginations to produce a keepsake that will become part of their life's story.

Teen Volunteers (13-18 years old)

This referral applies to any of the programs below:

- Reading Buddies pairs teens with children for reading practice and literacy-based activities. Reading Buddies is offered in English and French.
- Tech Buddies pairs teens with adults for one-on-one help with computers and devices.
- Teen Council members work on special projects, represent the library at community events and help develop library services and programs for teens from a youth perspective. Teen Council members advise the library and use their leadership skills to make a difference.
- DigiLab volunteers help lead programs and inspire other teens to learn and create using tech tools and craft supplies.

Referral

Referrer's Information			
Referrer's Name		Referrer's Phone	
Relationship to the Volunteer			
School or Institution (if applicable)			
Comments			
Referrer's Signature		Signed Date	

This person would make a great volunteer at the Greater Victoria Public Library because they display the following attributes:

- Likes to participate in activities with other community members
- Is responsible, reliable and committed to attending each session of the program
- Is fluent in English (required for Story Buddies and English Reading Buddies)
- Is fluent in French (required for French Reading Buddies)
- Is enthusiastic and knowledgeable about computers (required for Tech Buddies)
- Is enthusiastic and creative (required for Story Buddies)
- Has excellent writing skills (required for Story Buddies)

Privacy Statement

The Greater Victoria Public Library (GVPL, "the Library") is committed to the protection of its users' personal information. All Library users have the right to privacy; and any personal information collected, used, or disclosed by the Library is in accordance with the BC Freedom of Information and Protection of Privacy Act (FIPPA). Preserving the trust of GVPL users by maintaining the integrity and security of their Personal Information is paramount.

By completing and submitting this form you are providing consent for the collection and use of any personal information provided. The Library will only use personal information for the purposes for which it was originally collected or in a manner that is consistent with those purposes. An individual may choose to not provide their personal information but this may hinder their ability to use some library services.

If you have any questions regarding your personal information, please contact the [GVPL FOI/Privacy Office\(r\)](#) at 250-940-4875.

Volunteers: Please bring this completed form to your program