

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. Please do NOT drop it off ahead of time.

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

Select one or more volunteer opportunities.

- DigiLab volunteers help lead programs and inspire other teens to learn and create using tech tools and craft supplies.
- Reading Buddies pairs teens with children for reading practice and literacy-based activities. Reading Buddies is offered in English and French.
- Teen Readers & Writers Advisory Group members discuss books and writing, develop leadership skills and help with library programs and projects to earn volunteer hours. This replaces Teen Council.

Referral

Referrer's Information (not a family member)			
Name		Phone	
Relationship to the Volunteer (teacher, tutor, employer etc.)			
School or Institution (if applicable)			
Comments			
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 and children
- 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 creative (required for Story Buddies)
- Has excellent writing skills (required for Story Buddies and Reading 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.