

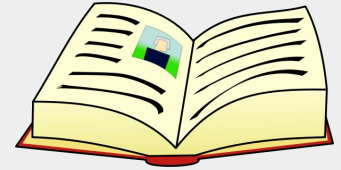


# Library Volunteer Process and Meeting

Brought to you by: Sorchah Ahrens, Kenneth Sanders, Emma Kornegay, and  
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# To Volunteer at the Library...

First off, it is recommended to email [smiller@burlesontx.com](mailto:smiller@burlesontx.com), or Sara Miller, to gain more clear information on the Volunteer Process at the Burleson Library.



In order to begin volunteering, it is important to go to the Burleson TX website , NOT the Burleson ISD website. On the Burleson TX website, you will then click on 'I Want To....', then click on Volunteer at the bottom of the list. (<https://www.burlesontx.com/338/Volunteer>)

# To Volunteer at the Library...

Depending on your age, you will either click on the 17 Years or Older Application, or the 14-16 Application. This is important for specific reasons.

Once on the MyImpact website, you can see the description of what volunteering at the library will be like:

Assist library staff by:

Returning books and media to shelves in their proper places.

Prepare new materials for cataloguing (training required)

Boxing donations and take to storage

Cleaning, dusting & disinfecting public surfaces

Assist with special events



## To Volunteer at the Library...

After you are done checking the description of what volunteering at the library will be like, you will then click on Fill In An Application.

<https://app.betterimpact.com/Application?OrganizationGuid=dae0aa91-64b2-4340-906b-e13d48c5f2bc&ApplicationFormNumber=2>

After making an account on MyImpact, you will then proceed to fill out an application form to the library. If you are under 17 years old, you will have to also fill out a Parental Consent Form.

## To Volunteer at the Library...

After filling out the Parental Consent Form, you will either upload on to your MyImpact Account, or you can take it to the BRICK or Burleson Library, however to do so you will have to notify [kmontgomery@burlesontx.com](mailto:kmontgomery@burlesontx.com), Kerry Montgomery about dropping papers off.

Once you have done all the listed steps, you will be ready to volunteer. Just notify [kclute@burlesontx.com](mailto:kclute@burlesontx.com), Kelly Clute about a time you will be there and you will be given tasks. The Library has no specific volunteer schedule.

# Library Board Meeting.

This has not happened yet due to us not having been to one yet.

This is Francis, Francis missed the Library board meeting.  
Don't be like Francis.

