

Library Comic Con 2017

Thank you for your interest in volunteering for Library Comic Con 2017. The Boise Public Library improves community members' quality of life by supporting their efforts to enhance knowledge, realize creative potential, and share ideas and stories.

We are committed to intellectual freedom, universal access, innovation, and providing a world class experience for all members of the community.

Volunteer Information

Objective of Role: Provide pre-event, event, and post-event support for staff of the Boise Public Library to help the organization put on a world class free Library Comic Con for the Treasure Valley community.

Tasks and Activities to be Undertaken

Preparing craft supplies, set-up, decorations, greeting attendees, providing directions, crowd control, working with staff at game and craft stations, Creator/Vendor/Exhibitor hospitality, Event Runner/Gopher, takedown, and clean up.

Event Date and Time

- Pre-Event Volunteering will begin in July and finish Friday August 25
- Day of volunteering will occur on both Saturday August 26 and Sunday August 27
- Post-Event take down will occur on Sunday August 27 and Monday August 28

Location of the Event

- Boise Public Library
- Friends of the Boise Public Library Warehouse
- Foothills School
- Trailhead
- Idaho Linen Building
- Parts of Fulton and 8th Street.

Expectations of Behavior and Dress

- Volunteers will be expected to act in accordance with City of Boise Guidelines
- Volunteers will be given a T-shirt to wear the day of the event
- Volunteers should wear clothing that is clean and stain free; tear and wrinkle free; not too baggy; not too snug; and must completely cover everything the people you work with should never see

Takeaways

- Please fill out the attached forms and return them to the Main branch of the Boise Public Library at 715 S. Capitol Blvd
- Our next meeting will be the walk-in fingerprinting and badge photographs on July 18 from 5:30-7:30 PM

BOISE PUBLIC LIBRARY
Volunteer Application Form

Department Use Only

Minimum 14 years of age to apply.

Date: _____ Name: _____
(Month, Day, Year) (First) (Last)

Address: _____ City: _____ Zip: _____

Phone: _____ Occupation: _____ Business Phone: _____

Business Address: _____ Emergency Contact: _____

Relationship: _____ Phone: _____

Age Group: *Youth (14-17) Adult (18-64) Senior (65+)

Education completed: High School Some College College

Graduate School Other Degree Major: _____

Please list any previous volunteer experience you've had:

Your interest, hobbies, or special skills:

Health: Is there any health reason which might limit your ability to volunteer?

Your signature: _____ Date: _____

*Signature of Parent/Legal Guardian (If under 18) _____ Date: _____

Please return to:
Boise Public Library
Administration Office, 3rd Floor
715 South Capital Blvd., Boise, ID 83702



**BACKGROUND INVESTIGATION
VOLUNTEER/INDEPENDENT CONTRACTOR
CONSENT FORM**

The City conducts a background investigation on Tier II City volunteers: 1) who work with or around minor children or individuals with disabilities, but are not supervised by a City employee or are not working in the presence of the parent or adult guardian of the minor child or the individual with a disability; 2) work with or have access to confidential information, but are not supervised by a City employee. The City reserves the right to conduct background investigations on Independent Contractors under the same criteria as volunteers or as outlined in the contract between the City and the independent contractor.

A background investigation may include, but is not limited to, employment and education verifications; a review of criminal and civil court records, including driving records; fingerprinting; and/or a review of any other relevant records, including, but not limited to, personnel records, background investigation files, disciplinary records, internal investigations, complaints or grievances filed by or against the applicant, and polygraph examinations and opinions in accordance with the law. The City forwards all fingerprinting material to the Idaho State Police for processing. The fingerprints will be used to check the criminal history records of the FBI.

Please list below any criminal offense for which you have been convicted of or are awaiting trial for including: Misdemeanor(s) related to Sexual Misconduct within your lifetime; any Misdemeanor(s) within the last 15 years including D.U.I.; and any Felony(s) within your lifetime. ("Convicted" includes: a guilty plea; "no contest" or similar plea; pretrial diversion; withheld or deferred judgment; bail forfeiture; or guilty finding.) The City of Boise reserves the right to consider additional criminal offenses as disqualifying for employment.

Charge	Date	City/State	Disposition/Outcome	Felony or Misdemeanor

By signing this form you authorize the City to perform a background investigation on you and agree not to file or pursue any complaints, claims, or legal actions arising out of the background check process or background check results against the City or any of its employees, representatives, or agents or against any organization or individual that provides information about you to the City or its agents. By signing this form you authorize the City to release to you copies of your criminal history record, including fingerprint results, should this information be used to disqualify you from volunteering with the City. Individuals refusing to cooperate in any portion of the background investigation process are not eligible for volunteer service or providing independent contractor services. If you are a minor, you agree that the City can release background investigation results to your parent(s) or legal guardian(s), upon their request.

Printed Name: _____ Date: _____

Signature: _____ Date of Birth: _____

If under 18 years of age, your parent/guardian must consent to the background investigation by signing and dating this form.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from City of Boise Human Resources that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website.

http://www.isp.idaho.gov/identification/crime_history/FrequentlyAskedQuestions-CriminalRepository.html.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do do not want a copy of the Privacy Act Statement.

Signature of Applicant

Date

700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Dec-11