

SUMMER TEEN VOLUNTEER APPLICATION

Please be sure that ALL blanks on this form are completed.

Deadline to turn in this application: **Friday, May 26th, 2017**. A Volunteer Information Meeting has been set for Friday, June 2nd, at 4:00 pm.

Personal Information (please print neatly)

Name _____

Street Address _____

City _____ State _____ Zip code _____

Phone number _____ (Cell? Y N) Alternative Phone _____ (Cell? Y N)

Email address _____

Age _____ Grade finished _____ School name _____

Parent/Guardian (Emergency Contact Information)

_____ Phone _____

_____ Phone _____

Please list the times you are available to volunteer during each day of the week:

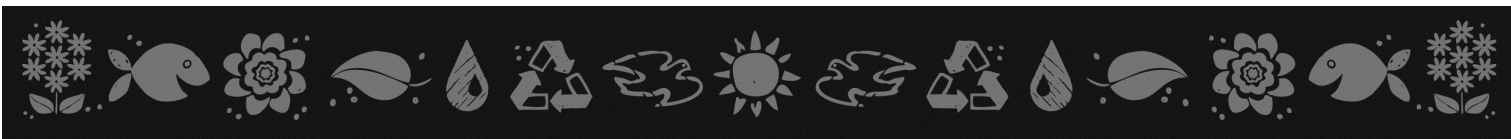
Monday	Tuesday	Wednesday	Thursday	Friday

Volunteers can work a maximum of 3 hours per day and no more than 3 days per week. No volunteer hours are available on Saturdays. You will not be assigned to work in every time you list above - this is to help the library schedule volunteers.

Please list the times you will not be available to volunteer this summer:

Please include planned family vacations, camps, summer school, or other commitments!

Please fill out the back.



Expectations for Teen Volunteers

- * You will follow the schedule assigned by the library. You must give at least one (1) hour notice if you cannot be at the library during your scheduled time. If you are unable to be at the library due to an emergency, or if you are running late, you must contact the library and let them know.
- * If you miss a total of three (3) assigned shifts without notifying the library, you will be dismissed from your duties for the rest of the summer.
- * You will need to sign in on the volunteer sign-in form when you arrive at the library.
- * You will dress appropriately for the library events and for being inside and outside. It is the library staff's responsibility to let you know what you may encounter each day you volunteer.
- * You will behave courteously to library staff and patrons, and will refrain from talking on your cell phone, using the library's computers (unless assigned), or socializing with friends while volunteering.

Possible volunteer assignments:

- * Assisting with storytimes, craft days, library programs
- * Helping with special events at the library
- * Putting books away, assigned a section of shelving
- * Special assignments, determined by the Youth Services Librarian or the Library Director

I agree that the information I have provided is accurate and correct. I have read the expectations of teen volunteers and understand that, as a volunteer, my behavior reflects upon the library.

Teen Volunteer Signature _____ Date _____

Parents/Guardian Permission (please initial agreement to conditions)

The library will use group email to send announcements and reminders. Your child's name, phone, and/or email might be included. Volunteers are responsible for knowing their schedule.

- ____ I have completely read the application form with my teen and agree with the information provided.
- ____ I agree to help my teen be responsible for the time they sign up to work their volunteer hours.
- ____ I consent to the use of photographs or videos of my child taken during library service by any representative of the Atlantic Public Library or media (newsletter, library website, promotional posters, brochures, magazine, newspaper, blogs, Facebook, etc) and in exhibits.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____